

SEAS Morris Chapter

Duties and Responsibilities of Membership Committee chairperson

SEASoned Member Committee

Duties and Responsibilities:

- Coordinate annual membership renewal process; accept fee payments and submit to Treasurer, obtain personal data such as addresses, phone numbers and Email address
- Maintain membership list
- Report to Executive Board the October 1 membership number for use in calculating National fees and representation
- Obtain information on committee interests from applications and forward names to appropriate committee chairperson
- Prepare mailing labels for monthly minutes
- Provide sign-in sheet for general membership meetings for members and guests; give to Secretary for filing with permanent records of Chapter

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Aptitude for data organization and collection
- Familiarity with computer data bases and label programs is helpful

Chairperson:

- Appointed by the Commodore