

**Newcomers Welcome Club of Lake Oswego
Position Description (Rev May 2023)**

Title: DIRECTOR(S) – MEMBERSHIP

Elected, One Voting Board Member Term: 2 years Annual Budget: \$60.00

PREREQUISITES: Be familiar with Microsoft Excel & Word or similar software applications. Spreadsheets are used in this position.

DUTIES:

- **Contact prospective members** by phone and/or email using names provided by the website (will receive an email) or provided by other members. **Email a Welcome Letter and the Newsletter.**
- **Invite all prospective members to the Meet & Greet and Luncheon.**
- **Obtain extra newsletters from the Mailing Coordinator** and bring to the Meet & Greet and Luncheon for prospective members.
- **Attend the Meet & Greet and greet and introduce visitors.**
- **Attend the Luncheons and welcome new members and guests.**
- **Attend Board Meetings.** If unable to attend, phone or email your report to the President prior to the meeting.
- **New Members need to sign up via the website** (web form only). **Send or give the Directory to new members** while supply lasts. **Give website password to New Members.**
- **New Member information is emailed in a specified format requested by the Newsletter Publisher,** taken directly from membership form or the provided spreadsheet, and is due by a certain date each month.
- **Pass on New Member dues to the Treasurer if given in person.** Dues are usually given to the Treasurer at the Meet & Greet or mailed directly to the Newcomers' PO Box in care of the Treasurer.

- **Responsible for Newsletter article**, identifying new members and their contact information if the new member has given permission to publish.
- **Complete a 'Position Report' at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the New Member position notebook for future reference.
- **Attend Joint Board Meeting (June)**, review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.