



Membership Chair

Position Responsibilities

Process Submitted Membership Applications

- Review and send membership applications to the Board of Directors for consideration
- Ensure a prompt majority vote on applications and maintain record of the Board vote
- Keep a hard copy of membership applications
- Notify new members via a Welcome letter containing relevant Club information

Manage Membership

- Maintain a current roster of members, their dogs, and pertinent information for the Online Roster
- Provide the current roster to the President as requested
- Request new member(s)' bio and picture of human members for the online roster and separate pics of Berners for BernerTales newsletter
- Apprise the Education Chair of new members for the Club discussion group
- Add new members to any and all rosters, including online
- Publish in BernerTales relevant membership information
- Encourage stability of present membership at Club events and via email
- Make available new member applications at Club events
- Notify Rescue Chair of Rescue donations
- Add to roster Rescue families and encourage their continued Club membership
- Provide a report to the Board of New members and Membership changes

Manage Membership Renewals

- Ensure members receive renewal reminders via BernerTales and emails
- Follow up with delinquent members and work to retain
- Collect dues and deposit at Bank or send to Treasurer
- Notify Treasurer when dues or donations are deposited