

## SAS Membership Chair

### General Functions

The membership committee is responsible for helping to maintain membership records and recruiting new members. The entire board should be involved in planning and implementing membership drives. Member recruitment is too big a job for a single committee.

The membership chair has one of the more challenging jobs. It is strongly recommended that the membership chair obtain "The Membership Committee Guide," which explains the dues share and membership update systems in detail. (See the order form in the "Resources" section.)

Under the Sonoran Audubon Society bylaws, each committee and project has assigned to it a Board Liaison Member. This person forms a conduit between the Committee and the Board transmitting information, requests and suggestions. See Job Description for Board Liaison.

### Duties

- Review the record of renewals and new members in the chapter data base in order to double check Audubon's records and to determine new and renewal members to contact.
- Check the monthly Chapter Change Report produced by Audubon for accuracy and to update your files. Compare the annual master list of chapter members to the monthly updates. Provide the Chapter Change Report to the Data Base Manager.
- Send errors in the Chapter Change Report to the membership services manager in the New York office.
- Help members resolve membership or subscription problems through the Membership Department or the regional or state office according to the guidelines in the "Membership Committee Guide," or use the toll free numbers listed below.
- Check the treasurer's dues share reports for accuracy. Inform the Membership Department of any problems or errors.
- Work with the hospitality committee to welcome new members at chapter programs.
- Develop and maintain a process such that new members, pending renewals, and lapsed members are contacted in a timely fashion. Promote membership participation by sending new members a welcome letter, the current newsletter and schedules of programs and field trips. Obtain relevant information about new member interest in e-mail or hardcopy subscription to the newsletter and possible activities of interest. Telephone new members in order to establish personal contact.
- Promote membership by working with the committee and the board to advertise the chapter in a variety of ways in the community. Any large membership recruitment effort will require the involvement of the entire board.
- For additional assistance, membership chairs can use these toll-free numbers:

(800) 274-4201: This number is for members to check the status of or request changes to subscriptions. Please print this number in the newsletter so members can call directly.

Please do not share the following numbers with the general membership:

(800) 289-9875: This number is for membership chairs to use to modify or update membership records.

(800) 935-2473: This number is for membership chairs to use when they need to speak directly to the Membership Department.

Check the "Membership Committee Guide" for further ideas and suggestions. (See the order form in the "Resources" section.)