

## Membership Chair Job Description

### Qualifications:

- Must be a member in good standing of the Oregon Poetry Association. (Need not be Board member.)
- Should be able to give attention to detail and have computer and internet access.
- Some experience in Google spreadsheets and making labels would be helpful, but not mandatory.

### Responsibilities:

- Keep the OPA Membership List current on Google docs. This involves checking online “Submittable” on a regular basis and recording any new or renewing members as well as members who have renewed through the postal system. Review each renewal to make certain the mailing address, phone number and e-mail addresses are current. Make changes as necessary.
- Each year, in mid February, make address labels from the Google spread sheet and send a postcard to all members with memberships expiring on March 1.
- Before the post card goes out, an e-mail reminder is sent to members with memberships expiring March 1. About 2 weeks after the March 1 deadline another e-mail reminder is sent to all expired members who have not yet renewed.
- It is sometimes necessary to save the main membership list to an Excel document where it can be sorted into “current” and “expired” members.
- Provide current membership list to OPA Newsletter Editor for mailings through Constant Contact and to anyone else on the Board or within the organization who needs this information.
- Provide lists of current members each year to NFSPS for their annual contests.
- Publish a yearly directory of OPA members no later than April 1<sup>st</sup> to be distributed to our membership.
- Answer e-mails from members with questions and concerns about their membership in OPA.

Time Commitment: Most of the year, about an hour per week, as not very many renewals come in. During the run-up to the March 1<sup>st</sup> renewal deadline, commitment is substantial as renewals come in, and due to the work of preparing the mailings. How much time this takes will depend on your procedures.