

**POTOMAC VALLEY WATERCOLORISTS**

**MEMBERSHIP RENEWAL CHAIRPERSON POSITION DESCRIPTION**

Average hours/month: ?

- Membership Chair/Renewals oversees the annual renewal of membership of existing members by alerting membership to the enrollment period dates, renewal fee rates, and keeping track of which members renew and answering questions about the renewal process.
- Maintain an Excel spreadsheet containing the names, addresses, email addresses, phone number, date of membership, and membership and dues status for all active and in-active members.
- Send membership renewal information on January 1 of each year.
- Send periodic reminders to pay their dues.
- Contact members who do not renew to ascertain if they plan to renew.
- Report the results to the board when the renewal period closes.

**BEST PRACTICES**

- Keep a log of contacts (phone and email), questions that have come up, ideas offered, decisions made, items needing to be addressed.