

## **Maxwell-Gunter Officers' Spouses' Club**

### **Membership**

#### **Job Description**

(Reports to 1st Vice President)

- Read and comply with MGOSC Expectations for All Board Members
- CC 1<sup>st</sup> Vice President on all e-mail correspondence.
- Makes all copies of the MGOSC Membership Application
- Attends or designates an attendee to actively recruit new members at ACSC/AWC spouse orientations (to include, but not limited to, ACSC, AWC, ACSC Top 50, AWC Top 30, Hunt Housing Lights Out events)
- Coordinate with 1<sup>st</sup> Vice to ensure door-to-door delivery of Special Activities invitation flyer (must receive approval from MSG CC)
- Reply to all membership inquiries from the MGOSC website, Facebook, etc.
- Arrive early to MGOSC functions to set up membership/welcoming table with the Reservations table.
- Responsible for Welcoming table to register new members, collect dues, answer membership questions, record departing members, and permanent and temporary (new member) nametags. Coordinate with Programs to welcome/farewell at each Social.
- Processes all membership applications and maintains a current file of MGOSC members.
- Collects all membership dues accompanying applications and submits them promptly to the Administrative Treasurer with a deposit slip. Keep a copy in the Membership binder. Maintain a record of memberships paid, including the type of membership (i.e. active, associate, honorary or international member), method paid and the month they became a member in a spreadsheet format.
- Publishes Membership Directory and email to membership through The Briefing Editor. First edition by October 31<sup>st</sup> and every bi-monthly )
- Updates of all new member's contact information sent MONTHLY to Reservations, The Briefing editor, and 1<sup>st</sup> Vice
- Board report will include number of new members (broken down by category), number of departing members and dues collected
- Coordinate farewell gifts.