Membership Director  
Job Description 2020  

Check the center drawer of the 150 Golf Club desk by Tuesday of each week (or more often) for membership applications – especially in the fall/winter and January. Check by Monday of each week in the summer. Confirm the check# is on the application and it is filled out in its entirety. You may need to contact Members for missing info such as CAM#, etc. Either give the checks to the Treasurer or leave in the drawer to be picked up.

Check the 150 Golf Club mailbox located at the Activities Office once a month before the board meeting. Sometimes new Members will leave an application there or there may be mail for the Club.

Enter data into the Roster as either a Renewal or a New Member as indicated on the application form.

Using the RoundCube Website send an email to new Members attaching the Welcome Letter.

**Order name tags for new members.**

- an order request is emailed to Mikey at [mikeyshop@live.com](mailto:mikeyshop@live.com). If someone needs a pin rather than a magnet because of a pacemaker, etc., order a pin when you place the order.
- pick up name tags when ready from the front door area at 16025 W. Kino Drive.
- confirm the name tags are printed correctly and are complete. Review the invoice and if correct deliver to the Treasurer for payment.
- place magnets on the name tags and place in the drawer in the 150 Golf Club desk.
- on Sunday place the new tags on the check-in table for Members to pick up.

Periodically confirm with the Treasurer the Membership count.

Report on Membership numbers at the monthly board meeting.