

MEMBERSHIP COMMITTEE

Function Statement

October 2012

Scope:

The Membership Committee is responsible for keeping records on current members of the Sacramento Audubon Society (SAS). The Membership Committee is also responsible for sending renewal notices to members. A list of current members and their addresses is used for mailing the SAS newsletter, The Observer. New members of the National Audubon Society (NAS) who live in the catchment area of SAS are sent a letter of welcome to the Chapter. They are also sent the current issue of The Observer, which they can continue to receive by becoming a member of SAS.

Composition:

The Committee Chair is a volunteer position. The Chair may recruit additional members for the Committee.

Tasks:

1. Respond to Requests for Membership in Sacramento Audubon Society (SAS) via World-of-Mouth, Brochure, Newsletter, or Web Site.
2. Maintain the Membership Roster for SAS. (The National Audubon Society has a Roster of their members who live in the SAS catchment area. It can be accessed by the SAS Membership Chair or President via My Audubon Gateway.).
3. Facilitate the recruitment of new members by providing SAS Newsletters and/or Brochures for Community Events, Birding Stores, and Nature Areas (e.g. Effie Yeaw).
4. Send Renewal Reminders, which contain donation requests, to members during the month before their annual membership expires. A second (courtesy) notice will be sent to members whose membership has expired.
5. Receive moneys for membership and accompanying donations. Turn over such moneys to the SAS Treasurer in a timely manner.
6. Notify the newsletter printer (Carmichael Printing) of the number of copies of the Observer to be printed for each issue.
7. Send the membership mailing list to the mailing service (Capital Mail) for their use in mailing The Observer to members. Arrange for extra copies of The Observer to be provided to the Outreach Chair, Birding Stores, and Nature Areas (see above—this can be done by either the printer or the mailing service).
8. Provide information of SAS members and NAS members who reside in the SAS catchment area to other Organizations as needed and approved by the Board of Directors.

Updated March 25, 2013