Membership Duties

8/1/2015

Roberta Armstrong

|  |  |  |
| --- | --- | --- |
| **Timeframe** | **Task** | **Comments** |
| July | Update Team Liaisons Listing | For the Board and Website |
| August-September | Update application package | Renewals are due Dec. 31 |
| September | Email Board to encourage contacts with their teams |  |
| October | Send renewal reminder email/letter to teams regarding renewal – include application package (list of perks teams get) |  |
| October ongoing | Maintain updated team roster for coming year, send receipts, etc. |  |
| November | Send follow-up email to teams that haven’t renewed |  |
| December | Ask Team Liaisons to follow up with teams that haven’t renewed |  |
| January or so | Work with ESCAPE chair and others to send out email to Team Contacts re: ESCAPE |  |
| Month before ESCAPE | Review team roster for teams that haven’t renewed; remind them that team must have renewed to get team rate at ESCAPE (email, phone) |  |
| ESCAPE REG. | Give registration staff a listing of any teams that have not renewed | And blank Application forms |
| ESCAPE | Present Membership Report |  |
| Ongoing | Update the Board on items of note – e.g., new teams added, teams that have dropped out |  |
| Ongoing | Contact new teams certified by the SAR Review Board and invite them to join. |  |
| Ongoing | Monthly Board Report |  |
| Ongoing | Keep Membership files up to date | Both paper and electronic |