MEMBERSHIP DIRECTOR RESPONSIBILITIES

A. At Board Meetings

1. Responsible to report current number of National Affiliates and REALTOR® members.

2. Responsible to report on Membership drives, contests, and events at Governing Board meeting.

B. Prior to Luncheons

1. Look up birthdays in Google calendar and email to Secretary, so cards can be mailed.

2. Purchase birthday cupcakes or whatever you would like to disseminate (expendable & have extra).

C. At Luncheons

1. Announce Birthdays, Lead Birthday Song, disperse cupcakes

2. Collect first time visitor cards, hold free lunch drawing, give winner free lunch ticket, advise winner they need to RSVP online and to not pay (just be invoiced).

D. After Luncheons

1. Enter first-time visitor cards into Google contacts and group as “2016 Prospects/Visitor

2. Call first time visitors within a week and thank them for coming; invite them to come to next event.

3. If/When this first-time visitor registers for next luncheon, go into Wild Apricot and change Invoice as ‘Paid’ by ‘Special Discount’.

E. In General

1. Ensure you can log in to [WCR.org](wcr.org) and access Admin

1. Goal: To increase membership while retaining current members
2. Create a Membership Project Team to help you
3. Conduct Membership Drive, 1 January – March 31
4. Push for January renewals (National pro-rates at highest rate in January)
5. In January, make reminder calls to all Realtor members to have them renew and at [WCR.org](http://www.WCR.org) for membership drive/contest.
6. If they newly joined, they will prorate (not sure what amount, depends when they join).
7. Create at least 3 Membership Drive events
8. Update all REALTOR® members and National Affiliates status in Wild Apricot under the Member Tab.
9. Download National’s list of members for our Network and compare that list with Realtor membership in Wild Apricot. Update contact info, as needed.
10. Direct interested Realtors to join at [WCR.org](https://www.wcr.org)
11. Direct interested parties to register for our events at <https://www.ppwcr.org/>
12. Send official WCR emails from [wcrpikespeakchapter@gmail.com](mailto:wcrpikespeakchapter@gmail.com)
13. Update and maintain the New Member Orientation Booklet and conduct a New Member Orientation at least 2x a year. (i.e., happy hour at a model home)
14. Hold meetings with Membership team, as needed to create events and membership drives.
15. Responsible for adding all Membership events in Wild Apricot, coordinate with Program Director for best dates, and Ways and Means Lead to post on Facebook and provide event sponsors.
16. Receive chapter checks from National. Photograph check and paperwork for your records. Reconcile renewals and new memberships with Wild Apricot. Turn in checks to Treasurer.
17. Uploads pertinent files by year to Wild Apricot/website/Files/ 07\_Membership/year
18. Ensures all duties and responsibilities are documented correctly in a this file and handed off to the Incoming Membership Director