

## MEMBERSHIP CHAIR

### Duties and Responsibilities

- Membership Chair shall work to increase the membership of Theatre West and shall keep records of membership, shall keep records of attendance of members, shall be responsible for activities related to volunteer recognition and assist in integration of new members, shall file monthly and annual reports as outlined in the Rules, Regulations & Procedures for Chartered Clubs of SCW, Inc.
- Dues are payable starting with January 1st of each year and expire on December 31st of the same year. The Membership Chair will announce at the January meeting that those members who have not paid dues by the annual meeting in March will be dropped from membership rolls.
- The cost of one name badge as well as any replacement badges will be purchased by the member at current market price.
- Register membership at the beginning of each season.
- Add all new members to the roster throughout the year.
- Make sure all people are eligible for membership based on residence and current Rec Center dues.
- Notify the Rec Center with the updated and correct membership list so that Club Track can be updated to allow members to check into the Theatre and other venues when used for Theatre West activities.
- Sell, collect payment and dispense tickets for TW activities based on the membership list.
- Notify directors, committee chairs and other volunteers with a list of those willing to assist in specific activities.
- Provide a correct list of monies collected for membership or other activities to the treasurer. Funds are to be given to the treasurer.