

# Membership Coordinator Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Membership Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Be familiar with the AWA membership categories and ensure accepted applications carry the correct category listing.
- Make all new members of AWA feel welcome and assist with information as it is needed by these members, if at all possible.
- Process all membership applications: print online applications via merge file, enter paper applications in the database, verify cash payments and/or bank transfers, and activate the membership.
- Confirm all new member emails are functional. Work with Communications Coordinator to ensure member emails remain functional.
- Responsible for removing non-renewed members from the database.
- Arrange and host the coffee mornings geared to newcomers, typically held in September, October, November, February and March, scheduling dates in consultation with the Executive Board and in particular, the Sponsorship Coordinator. Arrange for speakers—usually this is a representative from AWA sponsors Colliers and SOS Medika. Arrange for coffee and snacks - AWA sponsor or other.
- Contact new members and invite them to attend the coffee mornings and coffee morning programs specifically of interest to newcomers.

- Coordinate hosting of the membership table at coffee mornings, community activities, and bazaars to update membership information and sign up new or renewed memberships.
- Ensure there is a sufficient supply of application forms and welcome packets for new members at the Center, as well as at programs and activities where we might expect to gain new members.
- Coordinate printing of new application forms and membership cards as needed.
- Ensure that the online membership application form is updated as necessary. Edit automatic “initiation” and “activation” email notices to new members as necessary.
- Send application forms to the wife of the US Ambassador and the wife of the Embassy Deputy Chief of Mission. Upon receipt of form, issues membership card.
- Work with the Executive Board and Communications Coordinator to ensure Early Bird discounts, etc., are approved and included on the website.
- Provide on request to Board members membership information such as volunteer/skills/interest.
- Monitor the % level of Associate members and report to the Board a minimum of once a year in the fall. (See AWA By-Laws, Article VI, Membership and Dues, Membership, section D.)
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.