



MPWGA Board Position Job Description

Updated: October 27, 2023

Position: Membership Chair

Purpose:

The Membership Chair coordinates all actions related to the Association's regular and Handicap Only memberships. Ensure that all new & returning members feel welcome to the Association.

Essential Functions:

- 1) Enjoy people and be ready to start your new position in December!
- 2) Understand and use Microsoft Excel spreadsheets to maintain MPWGA and Handicap Only Membership Directories.
- 3) Update and print membership applications in Microsoft Word and post on the MV Golf Shop bulletin board. Have the application posted on MPWGA website under "Membership".
- 4) Update, print and post Membership Pamphlets on all available golf related bulletin boards. (Jo Helms helps with this)
- 5) Review, and update the MPWGA Member Booklet in Microsoft Word and have posted on the website.
- 6) Recruit existing members to become mentors. (Recommend minimum 4 members to become mentors and rotate as needed as new members join)
- 7) Train mentors to give orientation to new members; assist with their first play day; introduce them to members & golf shop personnel; invite or connect them with members for Pick Your Partner/Pick Your Team play days; informal golf groups, etc.
- 8) Assign mentors to new members, as appropriate. Try to pair mentors who live near the new member, have similar handicaps or interests.
- 9) Process New Membership Applications:
 - a) Personally acknowledge each new member with a phone call or email to verify their application and welcome them to the league. Offer to meet personally with each new member. You may invite the Handicap Chair to join you for the first meeting.
 - b) Notify Handicap Chair to verify/create a GHIN number for each member.
 - c) Notify Board Members, Ad Hoc Chairs and The Golf Shop regarding the addition of new members.

d) Update respective Excel Membership Directories and create a list of current MPWGA/Handicap Only and SDWGA members. Include copy of paper application in the respective MPWGA and Handicap Only binders, noting the date, amount paid and method of payment, e.g. online or by check.

10) Process Membership Renewals for both MPWGA & Handicap Only during the annual AGA renewal window—October 1-December 31.

a) See above items under 9).

b) Maintain separate lists of those who renew via online and paper/check renewals for both MPWGA and Handicap Only. Include amount of payment.

c) Maintain a list of those who are not renewing or who are moving between MPWGA and Handicap Only status.

11) Attend MPWGA Board Meetings; participate in the annual budget process; and maintain accountability for expenses related to membership.

12) Provide input to the monthly MPWGA newsletter introducing new members and adding membership topics of interest and importance to members.

13) Recruit “backup” for the position and train replacement for the next Board session.