

SACRAMENTO HOME WINEMAKERS, INC.

Position Description

Title **MEMBERSHIP CHAIR** (may be shared)

This position is: ☒ Elected OR ☐ Appointed by _____

Term of Office Elected annually, may serve for more than two consecutive years if desired.

GENERAL DESCRIPTION

The Membership Chair coordinates activities and sign-ups for new members.

The SHW By-laws creates this position under: Article V, Section 5. Membership Chair

The Membership Chair shall promote new memberships, sign up new members, provide new members with the current membership packet including the SHW Winemaking Manual, introduce them to the club at their first attendance at a meeting, acquaint them with the Mentor Program, coordinate with the Treasurer in collection of dues, and manage the membership records.

DETAILS OF POSITION

1. Encourage existing members to renew their dues and new members to start their membership.
 - a. Include membership forms in Grapevine and on Club website.
 - b. Announce at Dec – March meetings that Club dues are payable.
2. Introduce new members to the club and acquaint them with members who might have similar levels of winemaking experience/interests or live within the same general area. Introduce new wine makers to Club mentors.
3. Upon new members joining, ensure that they receive a copy of the wine making manual, provide past copies of the Grapevine, acquaint them with the Club's website, and share information about the Club's meetings, events and Club Project. Try to involve them by asking them to volunteer for hospitality or a social event.
4. Assist the Treasurer in collecting dues from members.
5. Coordinating with the Treasurer, maintain the Club's membership roster and provide the updated roster to the board and directors on a periodic basis. Ensure that the Grapevine Editor has the most updated roster for the electronic monthly newsletter sendouts.
6. Recommend adjustments to amount of annual dues to board in the fall.