



MNWS Membership

Board title: Membership Chairperson

Terms: Volunteer Minimum of 2 Years; Longer commitment desirable.

Requirements: Complete Membership Chairperson responsibilities.
Attend and contribute to Board meetings.
Greet members and attend "In Person" Events.
Interface with all board members.
Familiarize self with by-laws on www.minnesotawatercolors.com.
Coordinate and Manage transition of role and responsibilities.

Mission Statement "To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art".

About the role: The Membership Chairperson welcomes new and renewing members into MNWS while managing the MNWS data base and membership payments. The role provides an opportunity to follow up with potential volunteers and celebrate lifetime members annually. Bimonthly email communication with Brushstrokes chairperson keeps the membership up to date with membership happenings.

Responsibilities:

- Manage membership list on Shared Google Drive.
- Forward member web addresses to Webmaster
- Manage membership renewals in Mail Chimp.
- Manage payments for membership.
- Forward payment log and checks to Treasurer for deposit.
- Validate Pay Pal membership dues.
- Set up welcome table and greet members with name tags at "in person" monthly art demos.
- Send CSV file and member information to Newsletter Chairperson bimonthly for printer to mail to members.
- Manually mail new members Brushstrokes, if missed on CSV sent to printer.
- Celebrate lifetime members annually, usually at monthly meeting (May or September)
- Apply your creativity and ideas for improvement
- Update guide for Membership Chairperson transition.

Experience Recommended

- Management skills
- Interpersonal skills
- Communication skills (oral and written)
- Organization skills
- Computer skills: general navigation, document creation/editing, Google Drive, or willing to learn