

**Section 9.** Appendix 3. Membership Chair (effective 1/24/2023).

(a) Responsibilities

- 1) Oversees the chapter's efforts to retain existing members and recruit new ones
- 2) Establishes goals for, plans, and executes membership drives, and ensures contact with potential new recruits
- 3) Processes membership applications
- 4) Maintains the chapter's electronic roster (Committee Module) with MOAA National
- 5) Ensures all officers and members are encouraged to become MOAA National members

(b) Relevant Resources

- 1) Joint MOAA and Middle TN Chapter Membership Enrollment Form
- 2) Why Join MOAA webpage [MOAA - Why Join MOAA](#)

(c) Functions

- 1) Receives new member applications/inquiries and provides them with information on MTC. Processes new member application and once completed posts the new members names on the MTC website and the Chapter membership spreadsheet (see 2.ii.). Also prepares new member nametags for chapter meetings.
- 2) Maintain Chapter membership records
  - i. Maintains listing of all active members with appropriate information for each membership year.
  - ii. Add new members to spreadsheet, email application, website.
  - iii. Submits new members who indicate their desire to join MOAA as a Basic member (on the MOAA Common Join Form) to MOAA member services.
  - iv. Upon identification of member's deaths, complete MOAA TAPS form and send notice to membership. Move deceased member data to appropriate spreadsheet and post entry on Taps page of MTC website.
  - v. In conjunction with Chapter Surviving Spouse Liaison generate memberships for new surviving spouses at time of spouse's death.
  - vi. Generates correspondence to members moved to Emeritus status explaining the move and Chapter appreciation for their continued membership.
  - vii. Transfer existing member data to Inactive spreadsheet as applicable.

- 3) Manage MOAA Member data base, known as the Committee Module (CM) to include setting up new members, designating officers and other positions of responsibility and removing members who have gone inactive or are deceased. (Note: only Chapter President and Chapter Membership Chair have access to the CM).
- 4) Maintains and prints Chapter/MOAA membership forms for monthly meetings, new member inquiries, using the MOAA Common Join form.
- 5) In conjunction with Chapter President, generates the annual Membership Dues Solicitation letter for the February Board Meeting, and then prepares the letter and mails it to members who are expected to pay dues for the current membership year.
- 6) As a final step in the annual Chapter Membership initiative, provides Board members applicable contact information for members that do not respond to the annual dues' solicitation letter, so that they can accomplish a personalized follow-up.
- 7) Generate electronic Chapter Member Directory and send it to Officers and Board members electronically on an annual basis (normally following the current year membership initiative).
- 8) Maintains member nametags for all members and brings them to each meeting for display/use by members.
- 9) Maintain funds received spreadsheet for Treasurer on funds received for membership at P.O. Box, meetings and from MOAA online dues application.
- 10) Provides updated membership data for each MTC Board meeting.