

OCSJ Roles and Responsibilities

Position: Membership Secretary

Reports to: President

Date created: 08/27/22

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1. Sit on the OCSJ Executive Board and interacts and communicates with all the Board members and Trustees.
2. Create profiles and invoices for new member accounts by recording initial payments in Wild Apricot.
3. Update the profiles for renewal accounts as needed (ex: membership level change from single to family).
4. Oversee all membership lists and keep accurate records.
5. Check the OCSJ Post Office Box weekly for mail and membership payments by check.
6. Prepare bank deposit slips and deposit checks at a TD bank.
7. Mail the bank deposit receipts and pertinent paperwork to the Treasurer by the 25th of the month.
8. Send the list of lapsed members to all the Activity Chairs for removal from the Meetup pages.
9. Answer all membership inquiries by phone, email, or regular mail.
10. Contact prospective members regarding any missing application information.
11. Generate and distribute a monthly membership report for the OCSJ Board.