

The Polish Genealogical Society of Minnesota (PGS-MN) Membership Committee Chair - Job Description

The Membership Committee Chair oversees all activities related to membership recruitment and retention for PGS-MN.

Interests/Skills/Talents:

- Member in good standing of PGS-MN
- Strong organizational skills
- Skilled in (or willingness to learn) use of spreadsheets
- Interest in marketing PGS-MN and connecting with existing PGS-MN members

Responsibilities:

1. Answer questions regarding membership.
Periodically review emails sent to the pgsminnesota@gmail.com and membership@pgsmn.org accounts (password protected) and distribute as needed.
2. Process new members.
Enter new member contact information into MemberTies database password protected software installed on Windows Lenovo laptop property of PGS-MN.
Type contact information and surnames members may be researching for Missing Branches section of newsletter and website.
3. Welcome new members.
Mail Welcome Packets to new members in 8"x11" envelopes. Insert President's welcome letter, Twin City Polish Church Microfilm Records document and the latest newsletter. Email current password for access to Member Only section of website. Purchase necessary office supplies and postage. Request reimbursement from Treasurer.
4. Contact members reminding them to renew by expiration date.
5. Contact members who have expired membership and encourage them to renew before canceling from active membership status.
6. Determine membership promotion and retention needs. Seek opportunities in the community for recruitment of new PGS-MN members. Coordinate recruitment efforts with Membership Committee volunteers.
7. Recruit committee members and organize committee meetings to determine what the committee will accomplish during the year and how the work will be divided among committee members. Solicit ideas and seek advice from the Board of Directors.
8. Communicate with Treasurer to maintain the MemberTies database and manage the official listing of current members and lapsed members. Verify Treasurer entry of membership information into MemberTies database. Run reports as requested.
9. Gather/analyze membership statistics from MemberTies database. Email monthly member lists to the Board of Directors and Minnesota Genealogical Society.

10. Coordinate review and revision of brochures/flyers/handouts with Board of Directors. Coordinate duplication of brochures/flyers/handouts with printing company as needed. Provide brochures/flyers/handouts for staffing booths at meetings and events.
11. Compile Missing Branches list from Membership Applications and send to newsletter editor and website committee Chair.
12. Create member address mailing list from MemberTies database and email Excel spreadsheet to newsletter editor who will communicate with printer for quarterly newsletter.
13. Write articles regarding membership for newsletter as needed.
14. Review membership information on the website and update as needed. Reach out to the website committee to update changes.
15. Provide a report of committee work for Board of Director meetings, either in person or by written report.
16. Email ZOOM link to membership and non-members that signed up for the program meeting in advance of the meeting (generally the week of each program meeting).

December 2023