

Position Description

MADHVS/Membership Chairperson—Assistant Treasurer

Shall send cover letter, application and information regarding current program to potential eligible member.

Shall, when application and dues are returned, send President's letter, membership roster and MADHVS by-laws to new member and notify:

- MADHVS President
- MADHVS President-elect
- MADHVS Treasurer (including dues check)
- MADHVS appropriate Area Chair
- NEADHVS Membership Chair
- ASDVS President

Shall maintain file of applications and shall keep information current.

Shall send dues notices/ roster change form in April for payment by May 31.

Shall maintain a current and accurate roster of all members and notify in writing of any changes the MADHVS President, President-elect, Treasurer, and appropriate Area Chair.

Shall prepare and distribute roster to all members annually at the first fall meeting of the Association and shall send roster to any member not present at this meeting.

Shall prepare and send roster addenda to membership as appropriate.

Shall assume the duties of the Treasurer in the Treasurer's absence.

Shall perform other duties as requested by the President.

Shall submit a written report to the President at the Annual Meeting.

Shall submit a set of records to successor within thirty (30) days and shall be available to work with newly elected membership chairperson/assistant treasurer through the first fall meeting.

Shall be responsible for the preparation of sets of current mailing labels.

Shall mail second dues notices one (1) month before annual meeting.