

- Membership Chair is responsible for sending membership invoices to all current and known past members, as well as non-members who are candidates for membership.
 - Invoices are sent beginning the first of June and through the end of the calendar year.
- Position is responsible for maintaining an accurate roster of paid members.
- Position is also responsible for sending the Special Event Sponsor Invoices and Member Invitation to the annual luncheon.

Members may pay annual dues by check or via PayPal. Invoices and checks are returned to the Membership Chair for recording. Members paying via PayPal are also encouraged to send the completed invoice to the Membership Chair.

Membership Chair forwards checks to Treasurer for deposit.

Membership Chair and Treasurer reconcile the list of paid members periodically as membership dues payments are received.

Special Event Duties:

1. Recruit sponsors for the event
2. Send the Sponsor Invoice and Member Invitation every two weeks April through May.
3. Maintain a list of paid sponsors – by company and attendee name
4. Maintain a list of confirmed attendees – by company and attendee name
 - a. Treasurer will provide a report from PayPal to Membership Chair on a bi-weekly basis.
5. Send checks to the Treasurer