

# Membership Chairperson

**Mission: To record all data required from all approved membership applications throughout the calendar year. The membership list is used by MPtHA in order to communicate with its members, calculate Year End Awards and elections.**

**Memberships are effective from January 1<sup>st</sup> thru December 31<sup>st</sup> of each year.**

**Family Membership - \$30, Single Membership - \$20, Youth Membership - \$20**

## **Monthly:**

- Accept membership applications and payment via postal service, email and online applications.
- Record all required information on spreadsheet and deposit ledger
- All money received for membership needs to be recorded on the Excel spreadsheet.
- Verify that youth ages are accurate to be listed as a family membership
- Incomplete applications/renewal forms need to be addressed
- File applications in proper folders (Family/Single/Youth/New)
- Mail/or hand deliver all money to MPtHA Treasurer with a deposit slip
- Send an updated membership list to Board of Directors
- Any new member applications need approval from the Board of Directors (via email, or at a Board meeting).
- Send "approved new member list" to Newsletter editor before 20<sup>th</sup> of the month deadline
- Send applicants their membership postcard via US Postal Service

**January:** Attend the MPtHA Banquet. Be prepared to collect payment, renewal and new membership applications, distribute membership postcards for the calendar year.

## **Items needed at the banquet:**

- Membership Postcards (Designed and ordered from Vista Print)
- Membership Applications - review and update annually, print approximately 100 forms, change new member renewal year.
- Receipt Book (for cash payments)
- Cut paper for "enter to win a free stall drawing" at the Banquet.

## **After the Banquet:**

- Record all information needed on an Excel spreadsheet:
  - Update columns for status, youth names and birthdates, date membership paid, check#/cash/paypal, amount paid, adult birthdates and year joined.
  - Verify address, email address if renewing members.
  - If new members input ALL information. These will be the members that need Board approval.
  - Year joined – this is used for Grand Ol' Pintoer award. If membership is for a youth, once they are single members, their membership year joined

changes to the year they became single members. If a members membership lapses for a year, the next time they become members the year joined should change.

- Money collected then needs to be given to the Treasurer of MPtHA along with a deposit slip.

#### **May (additional duties):**

- Collect all applications from the May show from the show office, or have office manager send them to you via US Postal Service
- SEND UPDATED MEMBERSHIP LIST TO MPtHA SECRETARY as the deadline for WSCA membership is due by the end of the month

#### **July/August/September (additional duties):**

- Collect all membership applications and payments from the July, August, & September shows from the show office, or have office manager send them to you via US Postal Service

#### **October (additional duties):**

- Review membership for adult members that qualify for Grand Ol' Pintoer:
  - Adult members of MPtHA are eligible for this award after being a member in good standing for 10 consecutive years or more.
  - Only one member per year can receive this award, and it can only be received once per member.
- Carefully review membership spreadsheet for accuracy and that all information is complete. Then email a copy to the Points Secretary and Year End Awards Chair.
- Create a summary comparison diagram for membership for the year to determine growth or loss of membership. Present report at the General Meeting.

#### **December (additional duties):**

- Request and get board approval for a "free stall" for membership drawing at the banquet
- Order more membership postcards