

ROSTER AND DUES ADMINISTRATOR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees.

(d) Member Services Committees.

(5) Roster and Dues Administrator. The Roster and Dues Administrator shall: prepare and distribute a member directory; collect dues; initiate background checks; maintain member information, including auxiliaries, on Chapter Hub; submit to the Treasurer and Third Vice President/Member Services updated membership reports on or before June 1 and throughout the fiscal year as necessary; and update chapter Board positions within thirty (30) days of their election.

The Administrator shall:

1. Be appointed by the Third Vice President/Member Services Chairman, with Board approval.
2. Serve on the Member Services Committee.
3. Attend Member Services Committee meetings.
4. Delegate to other Assistance League members duties of the Roster and Dues Administrator, excepting Chapter Hub License privileges, as deemed necessary.
5. Be granted a National Assistance League Chapter Hub License with password access and privileges.
6. Maintain member information, including auxiliaries, on Chapter Hub; submit to the Treasurer and Third Vice President/Member Services updated membership reports on or before June 1 and throughout the fiscal year as necessary; and update chapter Board positions within thirty (30) days of their election.
7. Maintain current list of members, including changes of status, address, telephone and other contact information.
8. Provide the Consociates Chairman with a roster of membership categories for the current fiscal year no later than July 31.
9. Provide a printed directory for each chapter member (excluding Assisteens) to be distributed as soon as practical after the end of each fiscal year

10. Notify Second Vice President/Resource Development and the Technology Chairman of any changes in a member's status or contact information.
11. Prepare and send statements to all members with a reminder that dues are payable on or before March 1 and become delinquent at the close of the April chapter meeting; notify members who are delinquent after the April chapter meeting.
12. Respond to requests for current membership information from the board members.
13. In coordination with the Treasurer, submit National dues payments through the national website in accordance with National Assistance League guidelines for dues payment.
14. Submit budget needs of the Roster and Dues Administrator for the succeeding year to the Member Services Committee Chairman by their requested deadline.
15. Maintain a Roster and Dues procedure notebook; include pertinent National materials.
16. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology: MS Word, Excel, Publisher, email