



Job Title: Godwin Athletic Association Membership Chairperson

Purpose: The Membership Chair oversees the sales, records, and benefits of GAA memberships and punch cards.

Key Responsibilities:

(1) Drafts and provides for Board review the annual newsletter detailing the GAA mission, membership levels and membership benefits.

(2) Sells, records, and fills all memberships that arrive via mail in a timely manner.

(3) Records and fills all memberships that arrive via JotForms in a timely manner.

(4) Attends all Back-to-School, Fee Day/Night and seasonal sports meetings to promote/see GAA memberships and punch cards.

(5) Provides membership contact information to Webmaster for mass communications.

(6) Provides membership roster to Programs Coordinator for inclusion in seasonal sports programs.

(7) Provides membership roster for those receiving parking benefits to Parking Coordinator.

(8) Attends GAA Board meetings on the first Monday of each month and reports membership levels and funds raised. Serves as a voting Board member.

Reports to: The GAA Board

Length of Appointment: The Membership Chairperson term begins July 1st and continues until June 30th of the following year.

Time Commitment: 5-6 hours per month varying by month dependent upon membership drives.

Qualifications: Potential volunteers will need good customer service skills and will find experience with Excel helpful.