

Dunkirk Yacht Club Membership Chair Duties

General duties: maintain membership files, records - update changes of member information, status, etc.; Compose correspondence related to these tasks; Create & maintain waiting list files; Generate mailing labels, reports as needed. Present membership report for season at Annual Meeting.

1. Upon receiving application forwarded from Sec. put item on agenda of next BOD meeting, making sure
 - Application is complete (is signed, had \$50 app.fee- & 2 qualified sponsors.) If application is accepted
 - Assign - applicant a waitlist number- and put name at end of wait list. Create a file for new applicant,
 - Write letter notifying applicant he/she has been placed on waiting list, & what position they are at.
 - Put copy of letter in file. (see details of duties regarding Applications in Guidelines- ppgs- 26,27)

2. When applicant is voted into Club as probationary- members, write to new member, explaining
 - Conditions of membership, what is expected , send information- most recent roster, updated- Officer
 - & Board Member list- w/phone numbers, booklet of By-Laws & Guidelines, complimentary DYC
 - Burgee, change status to probationary with membership number which shows date of acceptance,
 - (yyymox)year, month & number(x) in which accepted of that date-if more than one person had
 - Been admitted on that date. Change number of person's file to the new membership number- &
 - Move file to active member file alphabetically. Copies of all correspondence should be placed in
 - His/her file.

3. There are 4 membership levels- Life Member (having been an active boating member for 25 yrs)
 - Senior Member- (having successfully completed at least 2 years of probationary membership)
 - Probationary (trial membership to accustom new member to duties, requirements, culture & other members)
 - Inactive (for members who no longer wish active status)
 - The specifics defining these are in By-Laws- pgs.4 & 5, & guidelines- pgs 25 & 26.

4. The information for our members is on 2 data bases- excel- and access. Additions & changes, deletions
 - Need to be made to both. Access is used for the roster. Excel is the original one where currently

- The master list- displaying members' complete info- by alphabetical order is kept. There are 2 sub files- very important is the seniority file- which is necessary to know when members are due
 - For changes of status- ie: senior to life, prob. to senior; or when a member went inactive, or came back to senior. Each of these subfiles need to be changed individually any time there's a change in the the master file.. We are working to get everything from Access - so only one entry will be necessary.
 - Changed files need to be sent to Treasurer & Secretary- whenever they occur, to enable them to have current information for status, billing, etc.(see sec. 6)
5. Very important is the re-calculation of member number when a member has been inactive, and asks to be re-instated to senior member. (see guidelines pg 26- #s 6 & 7). The original member number- date of admission) needs to be adjusted. The time between the date member went inactive & date request for senior status again- has to be added to the original date- thus making the new member number reflect only that number of years member was actually an active senior member.
 6. Changes of status information needs to be copied to various officers & board members who rely on the information.
 - If member goes inactive- vice commodore (who is charged with keeping track of work hours) needs to be sent a copy of letter sent to member- to know that member no longer has work hour obligation (if it was granted). These can be sent via email
 - Treasurer & secretary need copies of letters sent to new members- & applicants- to get the information -Memb#, Names, Address, etc. (see sec. 4).
 7. Send a copy of the Roster change form to treasurer at the beginning of the year- to be sent with bills. Also send copy to Newsletter editor so it can be printed in the January NN so those members who don't receive statements (life members- w/out boats) will have the form if they need to make any changes to their membership information.
 8. There are various labels that need to be printed each season:
 - Labels for each month- for those members who prefer to receive the Nautical News via reg. mail; Another set of is printed
 - Labels for the work hour book;
 - Full set of labels for all members is printed to attach to the rosters when they are printed & distributed at the start of the season. We try to keep each one updated.
 - When people are admitted after the season begins, some labels would need to be printed as needed.
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 9. The roster is usually distributed at the Memorial Day Party. We try to hand out as many as possible beginning then, and through June, then 4th July. This saves on mailing the remainder out. (That mailing also requires more labels as well).
 10. Order special permanent "Life Member" cards to be made- when a member is granted that status.