



BLUEGRASS MUSIC ASSOCIATION OF MAINE VOLUNTEER POSITION DESCRIPTION

Membership Coordinator

Reports to Chairperson of the Board of Directors

The Bluegrass Music Association of Maine is a 501 (c)(3) non-profit organization whose purpose is to preserve, promote, and maintain the integrity and roots of the great acoustic string band music called BLUEGRASS here in the state of Maine. This purpose will be accomplished through teaching, sharing, playing, mentoring, and preserving our history.

The position of Membership Coordinator is a volunteer that will update and maintain BMAM's membership spreadsheet; provide analysis, reports and labels as needed; and will assure the integrity and security of the data.

The Membership Coordinator interfaces with the Treasurer and the Secretary and Board Members as necessary.

The Membership Coordinator is responsible for:

1. Maintenance of the membership rolls of the BMAM, an Excel Spreadsheet, containing the names, contact information and dues status/ date of the membership of the association. Said spreadsheet may contain additional information as directed by the Board.
2. Maintaining the security of said spreadsheet and assuring that the data is properly used as directed by the Board
3. Sole person responsible for input of such information into the spreadsheet
4. Create backup file of the spreadsheet regularly
5. Reporting Membership information including number of active members and about to expire, monthly to the Secretary
6. Performing analysis as necessary and requested by the Board in support of such activities as the annual meeting/election, monthly reports, the newsletter and member

renewal notifications (mailing labels etc.) Some of these items must be performed by specified dates.

7. Provide a list of new and renewed members after each spreadsheet update to Secretary, who will mail information to the members
8. Post updated membership spreadsheet monthly to BMAM Google Drive that includes both active and terminated
9. Verification/coordination of membership receipts with Treasurer at the end of each month
10. Send reminders to renew to expiring/expired members (3-4x yr)
11. Working with the Board members to problem solve and improve systems
12. Other duties as requested by the Board

New information regarding membership, updates and changes will be forwarded to the Membership Coordinator by the Treasurer via regular mail or e-mail

Reimbursement of incidental expenses such as postage and supplies will be authorized by the Board.

Skills Required:

1. Proficient in using Excel spreadsheets
2. Good data entry skills
3. Understanding the needs and challenges in maintaining a membership spreadsheet
4. Adept at pulling data for reports and printing labels

Initial training on the membership spreadsheet will be provided by the person currently maintaining the spreadsheet.

Average Monthly Time:

It is anticipated that these duties will take approximately 6-10 hours a month.

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