



Membership Coordinator

Purpose of position:

To administer membership and provide updates to approved publications.

The role may be fulfilled – in whole or in part – by another officer or director.

Core Responsibilities:

- Receive membership forms at own home address.
- Process member registrations, renewals and membership fees, and pass along membership checks to Treasurer in a timely manner.
- Update Constant Contact as the source of record for membership and maintain member/non-member email distribution lists in a timely manner.
- Provide update on the number of current members along with same month of previous year.
- Update records with changes of address or other information as provided by members.
- Send new member information and changes of address to Equine Journal and MA Horse on a monthly basis.
- Provide additional detail or analysis as requested by President.

Other Responsibilities that may be delegated to other officers/members:

- Update membership form each year to reflect changes in calendar year and fees.

Necessary Skills/Attributes:

- Proficiency with Word and Excel, and to be/become proficient in Constant Contact
- Strong interpersonal and communication skills
- Detail-oriented

* Group refers to officers and directors, and other members when present at a monthly meeting.