

SAN ANTONIO HERB SOCIETY JOB DESCRIPTION MEMBERSHIP

General Description: This Board position is elected on an annual basis for the term of one year beginning in June and running through May of the following year. The individual may not hold this position longer than two consecutive years as outlined in the Constitution and By-Laws. This position maintains the membership files and database for the Society.

Experience: Must have strong planning and communication skills both verbally and in writing. **Should have general knowledge of Excel.**

Must be able to follow through with assignments. Must have strong organizational skills. Must have strong attention to detail. Must be able to devote up to 15 hours a month to the Herb Society and this position.

Responsibilities:

Attend monthly board meetings (usually the last Monday of the month)

Attend monthly general membership meetings (usually the second Thursday of the month) Support the Herb Society and its membership by working no less than one profit generating initiative a year such as plant sales and herb markets.

Maintain database of members in Excel.

Maintain a professional nature at all times when addressing or representing the Herb Society

Treat all members and guests with respect Heads up the annual membership drive Maintain a current membership roster

Supply membership roster to board members and committee members when significant updates are made.

Provides mailing labels for non-'Green' members to Newsletter Editor each month.

Provides updates of email addresses to webmaster each month.

Ensure membership table is staffed during monthly general meetings.

Provide New Member packets at all events including monthly meetings Follow up with guests after monthly general meeting