

Membership Chair

1. Serves on the Board of Directors of the Guild.
2. Is responsible for production and mailing of annual membership brochure and renewal forms (details in *Bulk Mail Guidelines*) – generally in April or as determined by the Board..
3. Is responsible for membership renewals and recruitment of new members.
4. In conjunction with the Treasurer, maintains a spreadsheet using Box shared storage with members' contact information, including willingness to volunteer.
5. Formats an annual Membership Directory of all current members, and makes it available using Box shared storage. This file will be used by the *Education* chair (to be included in the printed programs for *Listen & Learn* events) and to the Communications Chair (to be included in each issue of the newsletter *Bravo!*).
6. Is responsible for maintaining three spreadsheet pages to generate mailing labels:
 - a. Prospects, which includes nonmember Rochester nonprofit music organizations;
 - b. Scholarship, which includes the parents of current and prior year RMG scholarship contestants;
 - c. Music Teachers which can be obtained from the Scholarship Committee.
7. Is available to provide mailing labels, if needed, for various committee chairs.
8. In consultation with the Board, organizes an annual recognition for members and prospects.
9. Assists in other membership events.
10. Serves on the Nominating Committee.
11. Monitors the RMG Membership email account, member@rochestermusicguild.org.