

Membership Secretary

Revised April 2011
Approved April 2011

Purpose:

To maintain membership data and to ensure that information regarding membership in New England Archivists (NEA) is communicated to the appropriate parties.

Term of Office:

Three years. Appointed by the President with the approval of the Executive Board. Serves as ex-officio member of the Membership Committee.

Major Duties:

- Maintains the authoritative NEA membership database and directory.
- Updates the directory with new member registrations.
- Prepares and distributes annual renewal reminders to all members.
- Provides copies of membership information as needed to support the efforts of other committees, such as mailing labels for the Newsletter or Local Arrangements Committees.
- Works with the Membership Committee on recruitment, retention, and support of members.
- Attends Membership Committee meetings.
- Submits annual budget request to Membership Committee chair(s).
- Submits all invoices, receipts, and dues payments to the Treasurer.
- Serves as an ex-officio member of the Executive Board.
- Attends all regularly scheduled NEA Board meetings.
- Communicates with Executive Board between meetings as needed or requested.
- Arranges with the NEA Archivist for the orderly transfer of records to the Archives.
- Submits a quarterly report to the Board about a week before the Board meeting.