

MEMBERSHIP COORDINATOR

Time commitment is less than 20 minutes per month

The guild Membership Coordinator is the point of contact for current and future members regarding membership in the guild. The guild uses the website software MembershipWorks to automate most of this process.

Examples of present and past Membership Coordinator activities for MBMAG:

- Add new members to the mbmag google group mailing list
- Report the current membership # and any issues regarding membership at each board meeting
- Review and resolve issues with memberships, members accounts, and membership payments using MembershipWorks
- Review and resolve issues with duplicate memberships using MembershipWorks
- Work with the Website Administrator to update wording, links, and payment systems for new member accounts and membership renewals
- Sync the membership list with Mailchimp: Ensure that the Mailchimp “**Current Members**” tag is applied to all current members, and that the Mailchimp “**Lapsed Members**” tag is applied to all lapsed members
- Represent the guild in situations with potential members and discuss the benefits of membership with the attendees
- Periodically review the Member Benefits and suggest changes to increase the satisfaction of our members with guild offerings.
- Provide any changes to Member Benefits or membership settings to the Website Administrator for website updates.