

**Member Services Chair
Standing Committee Position
2017-2018**

Summary

The Member Services chair responds to inquiries about member services and hosts three welcome events for new and potential members.

Position Requirements

- Medium level computer skills
- Adequate time to respond to email inquiries and host three Welcome Events per year

Responsibilities

Receive emails sent to Member Services and respond to questions, inquiries about coming events, and requests for the latest copy of the Welcome Mat.

Maintain a list of inquiries received and action taken.

Host three New Member Welcome events with assistance from the 1st VP – Membership, other board members, and Interest Group chairs. These events provide an opportunity for new and prospective members to learn about the Club and feel welcomed by ANC members.

Arrange for paper goods and name tags at New Member Welcome events, and provide the President with a list of Interest Group Chairs & board members who will attend. [Name tags for new and prospective members should be visibly different from those of active members.]

Reminders

All expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.