



**THE MONDAY CLUB OF SAN LUIS OBISPO BOARD OF DIRECTORS POSITION
DESCRIPTION (2020) MEMBERSHIP CHAIR JOB DESCRIPTION-June 2023**

The Director serving in the office of Membership Chair shall attend to all matters relating to potential member interviews and discussion of member responsibilities, Membership Applications, Sustaining Membership Applications, the presentation of recommended applications to the board for approval, new member inductions, luncheon reservation coordination for new members and provide monthly reports to the board and the General Membership.

The chairperson will communicate with those in charge of newsletter and media for current birthday announcements. The Membership Chair shall advise new members on their committee selections based on member interests and Club needs, assist with member assimilation, and shall monitor member participation to assure that commitments and responsibilities are completed. The chairperson will contact those members that have missed the deadline for membership dues renewal date to finalize their membership status.

The Membership Chair shall receive member questions and concerns and respond or direct them appropriately.