

LGBT History Project of the LGBT Center of Central PA

**Located at Dickinson College
Archives & Special Collections**

<http://archives.dickinson.edu/>

Documents Online

Title: Membership Secretary Position Description

Date: 1993 to 1994

Location: LGBT-043 Lily White & Company Collection

Contact:

LGBT History Project
Archives & Special Collections
Waidner-Spahr Library
Dickinson College
P.O. Box 1773
Carlisle, PA 17013

717-245-1399

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Membership Secretary

Volunteer staff position, no term, not a voting member of Board, should attend Board meetings as Editor-in-Chief of LilyGram. Answers to the "Membership" Committee (Nominations?)

Editor-in-Chief of the LilyGram: may use any member/volunteer support as desires or do themselves; responsibility is to see that it is published and distributed appropriately and content is acceptable.

Obtain and send cards & or flowers to members or friends of Lily White as directed by the Board.

Maintain patron list and associated database, including current dues status and activity status. Prepare mailing labels or ASCII files as needed by other staff and appropriate to use of list.

Maintain membership list and database on Company members. Prepare mailing labels or ASCII files as needed by other staff and appropriate to use of list.

Work with Recording Secretary in preparation of mailings to membership as needed.

Prepare list of members for nomination committee review as per By-Laws for admission to full membership or for removal from membership or for other action as deemed necessary by the Board.

Prepare new member packets and distribute as directed by Board of Directors.

Review membership policy for consistency with current practice and notify Board/Committees if any activities or practices deviate from current membership policy. Bring suggested changes to membership policy to Board for consideration.

Pat of Recruitment Committee