

FCCA MEMBERSHIP CHAIRPERSON RESPONSIBILITIES
October 2007

OVERALL RESPONSIBILITIES

- ◆ Perform all tasks related to maintaining membership information and increasing FCCA membership.
- ◆ Lead annual membership renewal drive, including coordination with FCCA Board and District Representatives.
- ◆ Prepare regular membership reports.
- ◆ Update FCCA membership listing as needed.
- ◆ FCCA Membership Chair, Editor, and the President will keep in close contact on dates and schedules of the upcoming issuance of the *Journal* and communicate these dates and schedules to the typesetter, printer, and distributor of *Journal*.
- ◆ Obtain listing of FCCA Board of Directors and each Circuit Rep. from FCCA Secretary (if included in mailing).
- ◆ Communicate need for 10 additional copies of *Journal* for Historian.
- ◆ Provide updated listings to *Journal* distributor for mailing in Excel format.
- ◆ Coordinate for paying of postage for *Journal* mailing with Treasurer.

Detailed information about your FCCA roles and responsibilities are located in the bylaws posted on the FCCA web site at <http://www.fcca.ws/docs/FCCAbylaws3-14-06.pdf>