

## FBDCA Membership

This position will work with the Secretary, the Board, the Communications Committee and the club Webmaster. The chair shall:

1. Maintain Membership roster
  - a. Inform members on how to update their profiles on the club website (email blasts).
  - b. Receive and send Breeder Directory changes/additions to the webmaster.
  - c. Provide member roster to Treasurer for dues notices, and to Communications Chair for the Membership Directory.
  - d. Working with the webmaster, update membership roster and Breeder Directory after receiving, from the treasurer, notice of non-renewing members each year.
  
2. Receive and Process new Member Applications
  - a. Check that applications are complete, and all questions are answered.
  - b. Scan applications (including Sponsor forms and Code of Ethics) and send to webmaster to post.
  - c. Communicate acceptance/rejection to applicants after each board meeting.
  - d. Send updated roster to Treasurer after each board meeting.
  - e. Send membership packets to new members (Membership packets consist of a letter from the Secretary, Member Directory, and a copy of the Basic Course Booklet.)
  - f. Send new members' dues checks to the treasurer.
  
3. Maintain Life Membership status.
  - a. Notify members, treasurer and webmaster when Life Membership reached.
  - b. Provide and send Certificates to Life Members.
  - c. Notify Junior members when they are eligible for regular membership.

November 2019

Approved by Board 11/7/2019