

## MEMBERSHIP COORDINATOR

Humboldt Woodworking Society 2010

### Membership List

The membership list is in Excel format, and works very well with Word to produce printed copies, mailing labels, and with email programs to produce email lists.

The Excel membership list should be updated in January – February when dues are paid, and as new members are added.

Distribute paper and electronic copies of the membership list to the BOD **quarterly** at a minimum. Events Coordinator needs an electronic copy of the Excel file. Other board members may only need PDF files.

### Membership Cards / Name Tags

Membership Cards stating “NAME is a member in good standing of Humboldt Woodworking Society through DATE (the following March)” need to be distributed each March. Almquist Lumber Co. may ask for members to show their card to receive their 10% discount on hardwood on Sundays if they do not recognize them.

A two sided card can show the membership information on one side and serve as a name badge on the other side.

As new members are added, they will need membership cards.

### Mailings

Coordinate your mailing of the membership renewal form and the membership cards with the Secretary so that the newsletter can go out to all members via snail mail in the same envelope for one stamp.