

GSPCA Membership Chairman Job Description

GENERAL DUTIES

- Membership Chair fields all membership inquiries whether via email, phone, or text message.
 - * This includes login issues. Because we cannot see the passwords on the database, if someone has forgotten their password you will need to reset it for them. I do something random like “hot pink mustang” and change some of the digits to number or special characters: “H0TP!NKMU\$T@NG” and then copy/paste it to email back to the member. Tell them to copy/paste it, and tell them to double check that their contact email address is correct so they can employ the “Forgot Password” feature next time.
- Maintain Word files for all Membership Applications, send PDF with current revision numbers to webmaster for posting on website.
- Process New Puppy Buyer memberships. These are done by mail only.
- Maintain the MemberClicks database
- Troubleshoot and resolve all problems arising from MemberClicks database entry and reports through process analysis and communicating with MemberClicks Help Desk
- Receive and monitor Membership Renewals. (Renewal season begins October – March and continues year-round)
- Receive and process New Membership applications (year-round – heaviest period during Futurity nominations, forfeits and entries)
- Provide new membership applicants for Board Vote (monthly or as needed)
- Provide for January & June Board Meetings :
 - Membership report, lists, and historical numbers
 - Trend analysis of membership numbers in total and sections & membership activities.
 - Trend analysis of member activities & interests
- Provide membership lists:
 - for Annual Meeting
 - to Board Members upon request
 - to Committee Chairs upon request
 - to Field Trial Date Coordinator upon request
 - to NSS Superintendent upon request
 - to NFT Executive Secretary upon request
 - to NAGDC Field Trial Secretary upon request
 - to NSS and NFT Futurity Chairs upon request
- Monitor AKC Secretary pages for members suspended by AKC
- Maintain and monitor individuals on the declined membership list
- Forward all membership checks to Treasurer for deposit

NEW MEMBERSHIPS

- Assist New members with online applications as needed
- Process all applications received via USPS into MemberClicks
- Insure that a new application is not a renewal
- All applications are dated when entered into the MemberClicks database

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- Applications received via USPS with checks, insure the check is payable to GSPCA, signed and dated properly
- Assign membership number according to type of membership
- Verify the amount submitted is correct for the Membership Type
- ZIP+4 numbers are required if not provided, go to www.usps.com
- Members who join after October 15 are considered members for the entire following year. **Note:** If someone joins between Oct 15-Dec 31, their membership expiration needs to be manually updated to the correct year on the database.

JUNIOR MEMBERSHIPS

- Enter all applications into MemberClicks
- Information on any new Junior member should be sent to the Juniors Chair
- Insure that a new application is not a renewal
- All applications are dated the date entered into MemberClicks database
- Applications received via USPS with checks, insure the check is payable to GSPCA, signed and dated properly
- Verify the amount submitted is correct for the Membership Type
- ZIP+4 numbers are required if not provided, go to www.usps.com
- Members who join after October 1 are considered members for the entire following year. **Note:** If someone joins between Oct 1-Dec 31, their membership expiration needs to be manually updated to the correct year on the database.
- Assign membership number according to type of membership
- Assist Junior member parents with online applications as needed (Online applications present a challenge to the system due to parent and junior emails addresses may be the same and cause problems)

RENEWALS

- Process all renewal applications received via USPS into MemberClicks database.
- Insure that a renewal is not a new membership
- Date all renewals with the date entered
- If a person sends in a renewal after March 1st, their membership has lapsed & they are considered a new member, have lost accumulated time and must be voted on by the Board of Directors. If their original member number remains available, they may retain their original number

LIFE MEMBERSHIPS

- Life members receive a special membership number. When they are voted as Life members, they receive a plaque at the next Annual Awards Banquet

CLUB MEMBERSHIPS

- Send secretary's name and contact information to both the editor of Shorthair Journal and the Webmaster if there has been a change in secretary or in any of the contact information for that secretary
- Record date received on a Club Compliance List for each year showing dues payment, officers list and membership list. The officers list must show names,

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addresses, phone numbers or email addresses. The local club membership list must show First & Last Names, City, State and Zip, and either phone number or email address

- If a club has not paid their dues by March 1, they do not receive a ballot for the election.

MEMBERSHIP - NOTES

- Membership year is January 1 through December 31. Dues are NOT prorated for those joining later in the year. **The exception is that: For Members applying October 1st through December 31st, their membership will apply for the following year.**
- Membership numbers do not change year to year
- Members who desire to change from Individual to Family must pay the additional dues, provide the name of the second family member, the Board of Directors must vote on the Second Family Member to approve the change. Members cannot change their own Membership type. They must go through Membership chair.
- Membership types are as follows:
 - RS – Regular Individual – 1 person over the age of 18 - \$37
 - RF – Regular Family (Household) - 2 persons over the age of 18 living in the same household - \$42
 - MS – Merit Individual – 1 person over the age of 18 with 20 years consecutive membership - \$27
 - MF – Merit Family (Household) - 2 persons over the age of 18 living in the same household with 20 years consecutive membership - \$32
 - FS – Foreign Individual – 1 person over the age of 18 - \$50 USD
 - FF – Foreign Family (Household) - 2 persons over the age of 18 living in the same household - \$55 USD
 - FMS – Foreign Merit Individual – 1 person over the age of 18 with 20 years consecutive membership - \$40 USD
 - FMF – Foreign Merit Family (Household) - 2 persons over the age of 18 living in the same household with 20 years consecutive membership - \$45 USD
 - HS – Honorary Individual (non-voting) – 1 person over the age of 18 (awarded by Board of Directors)
 - HF – Honorary Family (Household) (non-voting) - 2 persons over the age of 18 living in the same household – (awarded by Board of Directors)
 - LS – Honorary Life Individual – 1 person over the age of 18 (Board of Director Vote)
 - LF – Honorary Life Family (Household) - 2 persons over the age of 18 living in the same household (Board of Director Vote)
 - HOF – Hall of Fame – Nominated (Board of Director Vote)
 - C – Local Club Membership - \$125
 - J – Junior (non-voting) a person under the age of 18 - \$10

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PAYMENT

- The GSPCA accepts cash, personal checks, bank checks, money orders, PayPal and VISA or MasterCard
- The GSPCA does not accept debit cards or two-party personal checks
- Puerto Rico and American Samoa, all APO and FPO addresses are regular memberships and pay US Postage

FOREIGN MEMBERSHIPS

- Payment for foreign memberships must be in US funds (either check, money order or credit card)
- Canada and Mexico are foreign countries and pay the foreign amount of dues

MEMBERSHIP LISTS

- Membership lists provided to the Board are customized by meeting or request
- Membership lists provided to the various committees customized by need to know
- Membership lists are not provided to members by the GSPCA
- Members may search for members in the Members Only section of the GSPCA website (See FAQ)
- A Member who is a candidate for GSPCA office may request an email blast mailing through the webmaster (See FAQ). A membership list may be given to candidates for GSPCA office. The candidate must provide a letter as outlined. For a Director's position, candidate may request an email blast for their section only
- If a member is suspended by AKC or the GSPCA, remove them from the membership/ mailing list and from MemberClicks. Keep the member's information so they can be returned to the lists when the suspension ends

RECORDS RETENTION

- MemberClicks database retains actual renewal or new membership forms

SHORTHAIK JOURNAL

- Copies of Shorthair Journal not received in a reasonable time may be requested by a member. They will be mailed via USPS either First Class or Priority depending on the weight of the issue

EXPENSES

All expenses are reimbursed by GSPCA.

REQUIRED EQUIPMENT

- Computer
- High speed internet connection
- Printer
- Scanner
- Office supplies
- Phone