

Membership Coordinator

General Information

Description: Works closely with Webelos Liaison and Committee Chair with both youth and adult membership. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Comments:

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| Reports to: | Committee Chair |
| Term: | Preference 2-3 years |

Qualifications

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| Experience: | Understands the details required for membership for both youth and adult. Knowledge of troop and to be able to answer questions for new members. |
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Training

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| Training: | Minimal transition period of three months. |
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Responsibilities

- Prepare Troop packets for scout families that are crossing over. This includes the purchase of supplies for preparation of packets, revising the information in the packets and approval of information with the committee chair and scoutmaster.
- Greet visitors at troop meetings, introduce them to troop youth and adult leaders, and help them understand how to join the troop. Answer any questions they may have about troop operations.
- Make sure prospective troop members (adult & youth) receive the necessary information and forms needed to register in the troop and to sign-up for Summer Camp and other activities.
- Ensure registration paperwork is properly completed and routed to appropriate adult leaders.
- Work with Treasurer to collect dues as required for new members.
- Attend recharter meeting in the fall with the district as well as training.
- Attend scout meetings in the fall to collect membership dues and to submit funds to the Treasurer.
- Maintain binder of all scout applications for reference for recharter.
- Provide updates to newsletter chair as to deadlines and fees involved.
- Contact members who have not paid.
- Maintain list as to reason scouts do not continue their membership which is required.
- Confirm YPT is in place for those adults renewing their membership.
- Maintain binder with adult applications along with YPT Certificate.
- Report to Troop Committee as needed at committee meetings.