

UMWC Records & Dues Officer

Job Description

Responsibilities of Records and Dues Officer:

- Receive and deposit annual Dues checks.
- Maintain membership records.
- Provide reports for the Membership Committee & for the Directory and for other officers, as requested.
- Prepare reports for Board Meetings, including a list of new members & directory changes.
- For each newsletter, provide names of new members & of members with changes in contact info. Do NOT include contact information.
- For the newsletter, provide mailing lists, both e-mail and US mail.
- Provide a list of members for the Annual Meeting.
- Assume responsibilities, as needed, in the absence of the Treasurer.

Detailed Process:

Receive and deposit dues checks

- Keep a record of the check written date, check number and deposit date.
- Checks deposited on the same date are identified by a “batch number”. For each deposit batch, send to the Treasurer a copy of the deposit slip from bank and an Excel file showing name, new or renewal, batch number, deposit date and amount of check.
- Provide explanations to the Auditor if requested. Note: The amount deposited may not be all dues. Some scholarship money may be included. Also, the Treasurer sometimes get a dues check. For accounting, Records and Dues and the Treasurer must agree on what the “dues” amount is.
- New members in March – June have membership carried forward to the next year.

Maintain current membership contact information and status of each member (new, renewal, complimentary or carry forward) and newsletter delivery preference (US mail or email or both).

- The Directory Editor will specify the format for phone numbers & addresses.
- Watch the Corresponding Secretary’s report and remove deceased members from the roster.

Provide Reports for the Membership Committee

- New members: send names and addresses to the membership committee and President and President Elect. The Membership Committee welcomes new members and sends them a directory. Include the member stats in the email and, as an attachment, the current new member/contact changes sheet.
- Members who have not renewed: After October 1, send a list of any members who have not renewed to the membership committee. They will send reminders. After November 15 (per the bylaws), remove women who did not renew from the membership list.

Provide Reports for the Directory and for other Officers

- Directory Editor: Provide names of members and contact information. Help update Dues Form. Help proof-read. Help determine how many directories to print (current members + new members in coming year + anyone else.)
- Other officers on an as needed basis, examples: new member tea, fund raising chair.
- Section Chairs may want to check that their section members paid the UMWC dues.

Provide Reports for Board Meetings

- Present reports on membership/dues receipts at Board meetings. Include the list of new members and any changes in contact information. Send to the Recording Secretary the Monday before the Board meeting.
- For the UMWC Annual Meeting, the report shall include a list of Members of Record. This report will be available for inspection at the Annual Meeting. The bylaws require 10% of the membership for a quorum.

Provide Reports and Mailing Lists for the Newsletter

- The newsletter paragraph contains a list of new members since the last newsletter and a list of members whose contact information has changed.
- Also, send the US mail addresses for those members requesting a US mail copy. This list includes some extra addresses such as Big Ten contacts. Newsletters that are undeliverable are returned to the UMWC office. Work with membership chairs to track down these members to resolve addressing issues.
- Also, send a list of email addresses for those members requesting an email copy. There are some extra email address to include here.

Assume responsibilities, as needed, in the absence of the Treasurer.

Note: Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Reviewed: Nancy Myers, July 14, 2023