

**NAPLES GARDEN CLUB
JOB DESCRIPTION**

POSITION: MEMBERSHIP COMMITTEE CHAIR

DESCRIPTION:

Serves on the Board of Directors and is responsible for handling NGC recruitment and member retention programs. Attends all Board and Membership Meetings. It is recommended that the Chair recruit an NGC Member as an assistant (not a Board position.)

DUTIES AND RESPONSIBILITIES:

- Receives all applications for membership and presents to the Board for approval
- Responsible for the Provisional Class throughout the year, monitoring and encouraging them to fulfill their requirements for Active Membership.
- Committee takes attendance at every General Membership Meeting.
- Prepares the annual updated membership roster for Florida Federation of Garden Clubs
- Works with the Database Manager
- Honors and recognizes all 20 year members with a pin at the November General Membership Meeting.
- Develops an annual budget request for the Committee including expenses for Provisional Class