

MEMBERSHIP/NAMETAGS ROLE DESCRIPTION updated 2026

Prior to each meeting:

Maintain a roster of members to track their attendance at the door of each event

When asked by the board: to vary assigned tables of all new members assuring that new members are with a board member the very first time.

Vary table assignments as much as possible for all members

Have different colored nametags for board members to have them easily identifiable by all other members

Have different colored nametags for first year members to make them easily identifiable to all other members

Utilize stickers to identify first time attendance members and remove after attendance

Coordinate with the Treasurer to cross check the paid/cancelled members at each event

At each meeting:

Distribute nametags to members & collect at end of each meeting

Track who has come to the meeting and maintain for board and give names to Welcoming Chair of those that were a no show

Monthly:

Make sure all tags are alphabetized for ease of distribution at meeting

Assure that new members information are added to the data base, and that emails are added for the email blasts by the webmaster

Annually:

Provide the incoming membership / nametag chair with all name tags, forms / documents maintained for making new name tags and for membership updates

