DRAFT

MEMBERSHIP COORDINATOR

1. Add, modify and delete the names and addresses in the LAFS mailing database.

2. Email a copy of the LAFS database to the mailer (currently BRD) two weeks before the mailing of the calendar. (Approximately Aug 1, October 1, December 1, February 1 and April 1.)

3. Maintain the LAFS mailing database application. This is currently written in a dBase like language called Clipper 87. It would be nice if this migrated to Access.

4. Design and have printed the membership cards before the first concert in the fall.

5. Print labels for LAFS member only mailings, such as for election ballots, as requested by the Secretary. Concurrently send the secretary an alphabetical list of members with addresses.

6. Send lists of new or modified email addresses to the email list manager (currently maintained by Warren Armstrong).

7. Notify the volunteer coordinator of any membership forms indicating a wish to volunteer.

8. Supply the names, addresses, etc. of new MSU student members to the MSUFS Faculty Advisor (currently Doug Campbell).

9. Coordinate general membership meetings.

10. Develop an annual projected budget and submit it to the treasurer in July.