

MISSISSIPPI COSMETOLOGY AND BARBERING ASSOCIATION

MEMBERSHIP COMMITTEE

DUTIES AND RESPONSIBILITIES

*** At the expiration of his or her term, each Committee Chair/Co-Chair, shall forthwith return to the Association all books, papers, and records which were delivered to him or her during his or her term of office in connection with the performance of duties.

The Membership Committee is the BACKBONE of this association, all committee members must be committed to their responsibilities and duties.

The Membership Chair will have a lot of responsibilities, so their choice of Committee members is extremely important.

In order for any association to survive and grow, we have to continually add new members. This is a huge responsibility, and it takes multiple dedicated people to achieve this great task.

The Membership Chair, with the assistance of the Executive Board, will appoint Area Co-Chairs from every district/area throughout the state.

The Membership Chair will be responsible for staying in contact with their Area Co-Chairs and maintaining an updated Member Roster in Excel.

The Membership Chair will be responsible for all membership cards and renewal notices being sent to all members.

The membership cards shall have the date members joined or renewed their membership. The membership cards will reflect a Member ID number and the date of joining or renewing their membership.

The membership roster must include all current contact information. That includes Email address, telephone number, and mailing address.

The Membership Chair will share this membership roster with all the Executive Board members, and other Membership Committee members, especially the President, Treasurer and Secretary. For the Secretary to correspond with all members on a regular basis, he or she must always have a current membership roster with all contact information.

Each Area Committee Member will be responsible for recruiting events in that area, contacting all local members, expired memberships, and potential new members, and managing membership roster spreadsheet for their area. No event shall be held without the approval of

the Executive Board and must work with the Treasurer and Show Chair. All events must stay within an approved budget.

Memberships being paid through the website will come through a notification from WIX and will be deposited directly into the Trustmark account. Print applications and update Excel sheets. You can email the member from the website to let them know it has been received.

All Membership Events must be approved by the Executive Board and work closely with the Show Chair and Treasurer.

There will be Membership Committee members seated at the registration desk at all events, signing up new members and verifying current member ID. They will be prepared to issue new membership cards at all events.

It will be the responsibility of the membership committee to stay in contact with members and with the Treasurer and Secretary to ensure they are aware of the entire membership and be aware of anyone who is not renewing their membership.

Any monies received will be deposited into Trustmark and must maintain all deposit slips. They will contact the Treasurer when deposits have been made.

Create a plan and execute a means to contact all the schools, students, salons to make sure every Licensee is fully aware of MCBA and its importance to our industry.