



Alpaca Breeders of the Rockies

Director - Membership

<p>Purpose</p>	<p>Responsible for all aspects of Membership of the Alpaca Breeders of the Rockies.</p>
<p>Position Duration</p>	<p>Elected per ABR By-Laws by farm membership for two year term. Term begins in odd numbered year.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> • Responsible for maintenance of the ABR membership data base. • Prepares annual membership budget • Responsible for handling yearly ABR membership drive. <ul style="list-style-type: none"> - Send current information and renewal letter to members. - Send membership and solicitation letter to AOBA members who are not ABR members. <ul style="list-style-type: none"> Obtain AOBA listing of surrounding state. Compares AOBA listing to ABR listing. - Prepares and issues yearly letter from BOD welcoming renewing and new members. Sends ABR gift, if applicable. - Contacts non-renewals as to why they did not renew. • Issues Welcome packet to new members. <ul style="list-style-type: none"> - Mail packet to new members after they have joined throughout year. • Contacts new members and invite to next quarterly meeting. <ul style="list-style-type: none"> - Coordinates with ABR Secretary the registration desk at quarterly membership meetings. - Recognizes new members at quarterly meetings. • Provides ABR Secretary with up to date membership listing before quarterly meetings. • Provides updated membership information to Secretary and Director – Communications. • Submits quarterly membership article to ‘Paca Parade. • Copies ABR e-mails to members and sends to members with no e-mail address. • Supports and serves on Membership Committee. <ul style="list-style-type: none"> - Reviews ABR Membership Benefits and dues yearly. - Issues yearly Benefits of Joining ABR and explanation of levels of membership and dues – to be approved by the BOD. • Responsible for issuing yearly ABR Membership Directory. • Provides current membership numbers at each Board of Director’s meeting.

Liaison & Oversight Responsibilities	<ul style="list-style-type: none">• Hobert's Services• ABR Secretary• Director – Communications• Membership Committee• ABR's membership• Board of Directors• AOBA Membership Director
Updated	March 4, 2007