

Email Motion
Membership Data Chairperson
2-16-12

Motion by: Darlene Dow, East Coast Director

Seconded by: Lisa Pollock, East Coast Director

Motion Made and Seconded: February 16, 2012

Dates for Discussion: February 16 – 22, 2012 (7 days)

Dates for Voting: February 23 – 27, 2012 (5 days)

MOTION: I move that:

1. We approve the revised list of duties for the Membership Data Chairperson (attached), and
2. We approve funds to cover necessary outlined expenses and compensation. Compensation will start at no less than \$250 per month with any additional compensation requiring BOD approval.
3. The President and ABC Legal Advisor draw up a written contract to be signed by the President and the appointed Membership Data Chairperson.

4. I move that the President appoint the newly recommended candidate for the Membership Data Chair position.

Duties of Membership Chairperson (compiled 1-11-12)(revised 2-15-12)

1. The ABC Membership Chairperson is appointed by and reports to the President, subject to approval of the ABC Board of Directors. Any compensation and expenses are approved by the ABC Board of Directors.

2. The ABC Membership Chairperson shall receive all membership dues from either the individual members or from the regional club secretaries and shall be responsible for maintaining an up-to-date ABC membership list.

3. The ABC Membership Chairperson shall maintain an Excel or Access Data Base of the membership. This includes:
 - A. Personal information name, address, phone number and email addresses
 - B. Membership status, full, associate, complimentary, life, and hall of fame members.
 - C. Region and regional Club or member-at-large.
 - D. Membership initiated by club, member other and expiration date
 - E. Areas of interest (field trials, show, hunt test, hunting, obedience, agility, other)

4. The Membership Chairperson shall keep copies of all membership letters, Pay Pal emails and credit card receipts for a period of three years as a record to double check which members are paid and when paid.

5. The ABC Membership Chairperson must receive membership dues a minimum of 30 days in advance of renewals or start of new memberships if members are to receive the next month's issue of "The American Brittany" (For example: Renewal dues must reach the ABC Membership Chairperson by January 1 if club members are to receive the February issue.)
6. The ABC Membership Chairperson may accept payment for memberships by accepting credit cards. (2004) or by mail and through Pay Pal. Pay Pal receipts are sent directly to the Treasurer by Pay Pal. Credit card receipts will be sent by Membership Chair to Marshfield for processing. Checks will be sent to the ABC Treasurer. All receipts shall be processed monthly.
7. Regional club members may send their annual dues directly to the ABC Membership Chairperson instead of their club secretary. Dues may be paid for a multiple of years, up to three (3) years, and may be paid by check or credit card. (2005) or Pay Pal.
8. The ABC Membership Chairperson shall receive inquiries by phone/email/mail as to missing magazines and or membership subscriptions and questions.
9. The ABC Membership Chairperson shall post a monthly membership list for regional club access to their clubs data through use of a password. Certain ABC officers may have a password and access to whole list. The distribution of the whole list is subject to Ex. Secretary's approval including the Purina annual survey.
10. The ABC Membership Chairperson shall provide labels to publisher of the American Brittany magazine on a monthly basis the first of each month.
11. The ABC Membership Chairperson shall submit a report of activities and recommendations to the Agenda Chairman in advance of the annual Board Meeting. This must be done far enough in advance so the Agenda Chairman can have the Agenda in the hands of the Directors six (6) weeks prior to the Annual Board Meeting.
12. The ABC Membership Chairperson shall provide the Executive Secretary with a count of full members to receive ballots the first of July for the purpose of ordering envelopes.
13. The ABC Membership Chairperson shall provide the Executive Secretary with current full members list and count by region for printing Directors' Election ballot labels for use the first of August.
15. Some people are members of more than one club. They may elect to receive a magazine for each membership or only one mailing. This should be reflected in the membership list as "No Mail" on those particular subscriptions but will be included in number of ballots provided during the election.

16. If someone indicates they wish to be a member of a regional club but does not specify a choice, the Membership Chairperson will assign them to a club (subject to clubs' prior acceptance of such members). This is based on a regional map as described in Section 2 of the Policy Book "Designation of Regions".

17. Send labels to Marshfield to be placed on renewal postcards. These should be sent two (2) months in advance of member's expiration date.

18. Welcome letters or emails should be sent to new members upon joining ABC.

14. The ABC Membership Chairperson shall compile a quarterly report (March, June, Sept., Dec.) of memberships to be paid to regional clubs to the ABC Treasurer for distribution. (\$10 of each full membership goes to regional club, \$1 of each associate membership goes to regional club.)