

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

MEMBERSHIP COMMITTEE

2. Work Location

No office space is provided. Primarily, work at home, in the library or wherever secure computer access is available.

3. Purpose of the Position

Maintain the membership list of Bandon Library Friends and Foundation. This includes mailing addresses as well as email addresses, when provided.

4. Responsibilities and Duties

- Updates and maintains the membership records, retaining all information provided on the membership form.
- Staffs the membership table at members-only book sale pre-sales.
- Provides the Board and/or Volunteer Coordinator with updated lists of new or renewing members who indicate on their membership form that they will volunteer to help.
- Updates and maintains the email distribution list.
- Prints labels for newsletter and other periodic mailings.
- Prints a membership lists.
- Maintains the records in a safe, secure environment and provides periodic backup copies of the electronic membership data to selected members of the Board.

5. Qualifications

- Familiarity data and mail merge operations in Microsoft Excel and Word.
- Access to a computer with internet access on which the membership list can be updated and securely stored.
- Good recordkeeping skills.
- Familiarity with the policies and rules regarding the maintenance and distribution of a nonprofit membership organization's data.
- Ability to print membership information as requested.

6. Commitment Expected

On average, four to five hours monthly are required for the clerical duties associated with maintaining and printing membership information. The membership committee will spend approximately two hours monthly maintaining the membership records except in July and December when new/renewal activity increases, the membership table must be staffed, and membership rosters must be printed for book sales. Labels are printed quarterly.

7. Training

- None; advanced level use of Word and Excel supplemented by various online tutorials is sufficient to support someone who has previous general familiarity word processing and spreadsheet/database applications.
- Internal documentation is available on processes.

8. Other

Membership data is currently kept in an Excel spreadsheet; the format was selected since it is generally available and well documented software that most people can use with little or no additional training. Lists and labels are produced using the simple and well-documented label/merge printing processes available in Word. The email distribution list is the set of contacts associated with the email address of bandonlibraryfriends@bandonlff.org. Internal documentation on access and password is available.