

Sun City PRIDES
Membership Roster Coordinator
Position Description

Position Purpose: To Maintain a current list of members of the PRIDES.

Appointed by: Board of Directors

Length of Service: Open

Position Duties/Responsibilities:

1. Maintain an excel spreadsheet of current members, including name, address, phone number and email address. This information is gathered from the Phase Coordinators and/or members of the Board.
2. Provide a complete roster to the President twice a year.
3. Maintain email distribution list.
4. Provide mailing label information to the Secretary as needed.
5. Assist Email/Phone Coordinator as needed.
6. Provide memberships cards to the Phase Coordinators.
7. Update organization flier used for publicity events when appropriate.

Approved 12/01/2018