

WALC Membership Chair Job Description

1. Attend Board meetings
2. Prepare membership form each year –for website, handouts, and conference syllabus
3. Prepare Membership Directory
4. Keep membership information up-to-date
5. Prepare list of attendees for conference and WALC meetings – needed for CERPs. This task could be shared with Program Chair and Conference Registrar if list was shared with those 2 people.

Membership Information

- WALC membership runs from March 1 to Feb 28 to coincide with our March conference, facilitating easy joining and renewal
- A membership Directory is posted in the password protected part of the WALC website by May 1st of each year. It is usually updated once in the fall.
- We generally do not share our membership list. We occasionally will send out an e-mailing for other groups.
- Current member benefits are listed on the website

Current process for new members:

1. Send welcome email and let them know about our site. Let them know they will receive an email with user name and password for protected areas of site This email also contains notice they will receive 2 emails from Feedburner Subscription. If they would like to receive emails from the WALC postings or member comments they can get those by “accepting” Feedburner Subscriptions
2. Send dues to current WALC treasurer
3. Membership Chair has “Administrator” status on website.
 - a. Using this status – add new member, giving User name (ie STestin – Capitalized first letter of first name, followed by last name with Capitalized first letter of last name). Password is assigned by website and can be changed by user.
 - b. Also, add to Feedburner Subscription lists – “WALC” and “Comments”
 - c. Keep lists up-to-date