

Magic Valley Gem Club Membership and Awards Specialist job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Membership and Awards Specialist  
Reports to: President, Executive Board, and General membership.

Job Overview:

When new members come into the Club, you are to make contact and find out their needs, wants, and insure their questions are answered. This includes giving them information about club meetings and activities. Try to introduce them to members who have similar interest.

If special awards or presentations are to be given out, members must work with you. You are to coordinate any such activities.

You are to fulfill the assignments as given by the President or Executive Board. Work with club members to accomplish the assignments. Do whatever correspondence the Club needs done in relationship to the assigned project.

Duties: You are the Club's equivalent to a Wal-Mart Greeter.

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Get name tags made and present them at the next meeting.

Get any information relevant to club membership. Birthdates, anniversary, hobbies, and skills they will share with the Club.

**Give this information to the Clubs Secretary and Gem News Editor.**

Call the new member to remind them of the meeting time and place for Two months.

Do whatever correspondence the Club needs done in relationship to the assigned project.