

## MEMBERSHIP/STAFF ASSISTANT

July 1, 2017

1. Membership Program:
  1. Log in membership mail
  2. Verify accuracy of documents submitted
  3. Enters new membership and renewals on line
  4. Submits daily membership
  5. Processes all data forms and files copies
  6. Prepares weekly Membership reports for website
  7. Assist Units with membership count issues
  8. Copy and mails membership packets, Unit mailings, guides and Unit and District reports
  9. Processes member transfers and notifies Unit affected by transfer
2. Handles the Girls State Program:
  1. Girls State mailings
  2. Data Basis for delegates and alternates, name, addresses and other information
  3. Handles 90 percent of Girls State calls
  4. Assists with supplies to be sent to the University for session
3. Processes Poppy orders to send to Grand Rapids and Marquette.
  1. Orders supplies needed for poppy creation and shipping of them to Units
  2. Tracks inventory
4. Processes incoming and outgoing mail
5. Performs routine equipment maintenance
6. Packs all supplies for selling at Fall Conference, Mid-Winter Conference and Department Convention
7. Travels to Conferences and Convention to run the Department store.
8. Maintains Department, District and Unit data and data forms such as officers list, address changes for Units, etc.
9. Handles incoming telephones calls
10. Performs other duties as directed by her supervisor and be willing to be crossed trained in other duties
11. This is not meant to be a complete listing of all duties. This list may be updated or changed without written notice.