Uplift Community Alliance®

ROSTER AND DUES ADMINISTRATOR JOB DESCRIPTION

Position Summary

The Roster and Dues Administrator maintains the member database in conjunction with the Technology Committee's membership software ("Join It").

General Responsibilities

- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Member Services Committee, attend meetings and submit reports to the Third Vice President, Member Services.
- Manage the committee budget, approve and submit invoices and vouchers to the Third Vice President, Member Services.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Third Vice President, Member Services.
- Prepare and submit a year-end report as directed by the Third Vice President, Member Services.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Maintain member information, including auxiliaries, on an Excel database. Replicate "Join It" membership data until "Join It" is adopted as the organization's sole tracking system.

2. Track new members from Treasurer's Dues Reports, the New Member Spreadsheet, and Master Data File to ensure their inclusion in the member database. Track current member changes of status, address, telephone and other contact information.

3. Provide membership reports on a regular basis to update others as needed.

4. Produce a printed directory for each member (excluding Uplift Teens) to be distributed as soon as practical after the end of each fiscal year.

5. Notify Donor Relations Administrator of changes so the Donor Relations Administrator can revise Little Green Light, the organization's donor tracking system.

6. Send dues notifications for the ensuing fiscal year on or before March 1 with reminders to those who do not pay timely (membership lapses if dues are unpaid on June 1 of the new fiscal year).

Competencies

Microsoft Word
Digital and electronic communication
Master Data File proficiency
Microsoft Publisher