

## **Membership Committee Director Job Description** (Revised March 2026)

**Purpose:** To identify new members and provide hospitality to Magnolia Point and encourage participation in the Magnolia Point Women's Club (MPWC). It further works through its subcommittees to communicate with and assist existing MPWC members in times of illness, hospitalization and family death.

### **Responsibilities:**

- Manages the subcommittees of Hospitality, Sunshine and Helping Hands.
- With the assistance of the Board, solicits the above subcommittee chair positions when necessary.
- Reports to the Board monthly via email on subcommittee activities and attends Board meetings.
- Retrieves a copy of the property Transfer report from May Management for Welcome bag distribution.
- Assures that MPWC members receive a name tag and the Member Directory containing a list of members, addresses, phone numbers and emails.
- Assists Hospitality in gathering MPWC information for distribution to new residents.
- Manages annual membership renewals. The membership form is online at [www.mpwc.org](http://www.mpwc.org). Payments may be made online at the MPWC Website or given to the treasurer. The Director is responsible for checking with those members who are late to see if they will renew.
- Assures that someone on her subcommittee is sitting with new members at their first few MPWC general meetings.
- Works with the Communications Director to assure an article about new members is provided to *The Magnolia News* and assists in the annual distribution of members directories.
- Follows up with new members and provide contact numbers for activities they checked on their registration form to encourage and foster participation.

**Skills Required:** The position requires a person with some organizational skills, an understanding of the importance of following up with new members and a welcoming personality who is vested in the mission of the MPWC.

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### **Hospitality Subcommittee Chair Job Description** **Membership Committee**

**Purpose:** To visit and welcome new residents to Magnolia Point, introduce them to the Magnolia Point Women's Club (MPWC), and make them feel welcomed to the neighborhood.

### **Responsibilities:**

- Reports monthly in writing to the Membership Director who, in turn, reports to the Board.
- Identifies new residents as provided by May Management.
- Visits new residents in the community and provides them with a folder put together with the help of the Membership Director containing pertinent information regarding MPWC, our local library and the "Explore Clay Visitors" guide provided by *Clay Today*.
- Works with the Communications Director to compose articles for publication in *The Magnolia News* when appropriate.

**Skills Required:** The position requires a person with some organizational skills, an understanding of the importance of following up with new members and a welcoming personality who is vested in the mission of the MPWC.

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## Helping Hands Subcommittee Chair Job Description Membership Committee

**Purpose:** To assist members and/or their families in the event of illness or death. This group includes the Chair and a group of Magnolia Point Women's Club (MPWC) volunteer members who assist with meals and or other needs.

### **Process and Responsibilities:**

- Once a request from the member or member's family comes to MPWC, the Chair contacts the family to determine how Helping Hands can be of assistance.
- The Chair then plans and organizes with her group of volunteers how these needs can best be met. Needs may include but are not limited to:
  - ✓ A few meals
  - ✓ Food for a memorial reception
  - ✓ Ride to a Dr.'s appointment
  - ✓ Sitting with an incapacitated person so the caregiver can run errands.
- The Chair responds to the family's needs within reason (usually organizing 1-2 meals) but may ask for more meals/assistance (after consulting with the President) if the need requires it.
- In consultation with the family, the Chair determines if notice may be shared with members and what the notice will include.
- Reports directly to the Membership Director monthly by email regarding recent activities
- Maintains a list of all volunteers to include email address and phone numbers to be shared with the President and updated as needed.

**Note:** Helping Hands relies on the kindness and generosity of MPWC volunteers and does not use MPWC monies.

**Skills Required:** Ability to develop and maintain a spread sheet with pertinent information regarding volunteers. The ability to use Meal Train. Willingness to work with families in need and manage volunteers and the need required.

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## Sunshine Subcommittee Chair Job Description

### Membership Committee

**Purpose:** To sympathetically represent Magnolia Point Women's Club (MPWC) at times when a member is ill, hospitalized or if death occurs in the family.

**Responsibilities:**

- Reports directly to the Membership Director in writing monthly regarding activities carried out.
- Purchases the appropriate cards and composes get well, sympathy or general notes to members who are ill, hospitalized or have had a death in the family.
- Purchases and assures delivery of some token of concern (bud vase, balloon) for hospitalizations.
- Interfaces with the Helping Hands Subcommittee Chair to stay apprised of members' status and needs.

**Skills Required:** Ability to compose notes or select appropriate cards and tokens of concerns for anyone who is ill, hospitalized or experiences a death in the family