



Unit 547 Membership Position Description

The major tasks of the Unit 547 Membership Chairperson are to:

- 1 Publish the yearly telephone book
- 2 Send new unit members the Welcome Letter with free play coupon
- 3 Attend & contribute to monthly Board Meetings
- 4 Pass information on Life Master achievements to the Webmaster & Forum columnist for recognition for these achievements
 - a. Based on (near monthly) In-and-Out reports from ACBL

ACBL's Carol Robertson can arrange for you to be e-mailed the (near monthly) In-and Out reports. Recommended method of contact is e-mail, but other contact information includes:

Carol Robertson 901-332-5586 x1215
Club and Member Services carol.robertson@acbl.org

Yearly Telephone Book

From February onward (when the book is published), keep the Word document updated as changes come in. Within the document itself, at the very end, are instructions in Word's Hidden Text feature. These instructions include techniques used and directions for printing in booklet format.

In late November/early December, start circulating a copy of the updated phone book. After the February Unit Board meeting, when all Board positions are set, finalize the book. We've been happy with:

AIM Mail Center #90	985-8600
709 W. Channel Islands Blvd.	Nicole & Ruby
Port Hueneme, CA 93041	M-F 8:30-6:00, Sat 9:00-4:00

The number of books should slightly exceed the number of members to accommodate the many non unit members that play in our games. Check price breakpoints to get the best deal.

Welcome Letter / Free Play

Use the In-and-Out reports to determine who is new to the Unit and entitled to the Welcome Letter (signed by the Unit President) with a free play coupon. [The letter is done in Word.] It's probably easiest to mail these letters to the person's physical address. Keep track of your expenses—probably just stamps—and submit a reimbursement request to the Treasurer.