



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
- 5 Notify the ACBL (currently Margie Lantrip, margie.lantrip@acbl.org) of deceased members

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 662-253-3127
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. In late January, ask the Webmaster to put an Announcement on the opening screen about corrections to the phone directory. After the February Unit Board meeting, when all Board positions are set, finalize the book.

ACBL has negotiated copying service discounts with both FedEx Office and Office Max. FedEx is copying only (on 8½" x 11" only and on specific papers ?? and sizes) and is 35%. Office Max includes selected office supplies and copying services, including binding and finishing, which makes it more cost effective for the phone book. The Office Max discount is not specified on the card, which is available for printing from the ACBL website, as is the FedEx card.

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.