

KCYM JOB DESCRIPTION

DIRECTOR OF MEMBERSHIP

2025-2026

Job Description: She shall coordinate all activities pertaining to Club membership, classification of membership, resignations and removals, including service hours, new members and admissions. She shall serve as liaison for the Admissions Chairman, New Member Chairman and Service Hours/Data base Chairman. She shall develop training opportunities for the Club.

List of Duties:

1. **AUTOMATIC COMMITTEES: Chairman:** a) Membership Committee
2. **AUTOMATIC COMMITTEES: Member:** a) Admissions; b) New Member; c) Service Hours/Data Base
3. She shall oversee the activities of Admissions, New Members, Service Hours/ Database and Membership.
4. She shall be responsible for all correspondence pertaining to membership: New, Active, Associate Active, Associate Sustaining, Life, Honorary and Non-resident, regarding acceptance of resignations and members dropped for any reason whatsoever.
 - She shall receive the names of members to be dropped from membership. She shall notify them of their options: 1) To resign in good standing; 2) To request, in writing, to be excused from fulfilling service hours and/or business meetings.
 - She shall send each member who resigns a follow up email/letter with general questions regarding membership and her decision to resign.
 - She shall note consistent reasons for resignations and address as warranted.
5. She shall keep each member's file current and record the date of a) acceptance to membership, b) changes to membership status, c) resignation from membership or dropped for non-payment of dues on member's original application. She shall maintain a summary excel spreadsheet of all these changes so that tracking and locating information will be straightforward. NOTE: Applications for members are now stored in the locked file cabinet located in the Library at the Club House.
6. She shall go online to Legacy.com, the obituary service associated with the Kansas City Star. She should include key word searches to include "Kansas City Young Matrons" and "KCYM" and have email notification when key words are triggered.
7. She shall prepare a resolution upon the death of a member, placing her name "In Memoriam"; this resolution is to be presented at the following Board Meeting.
8. In cooperation with the Directors of Active and Associate Active and Associate Sustaining Members, she shall conduct a brief memorial service at the beginning of the May Business Meeting. (Invite immediate family members of the deceased to the memorial service.) **Notice of the resolution and announcement of the memorial service shall be placed in the April newsletter.** She will place former members who have passed in a deceased file (this is not to be confused with the "In Memoriam file").

9. She shall furnish the KCYM Librarian with a list of all resignations at the end of the year.
10. She shall supply the Director of Communications, Mailing Chair, Service Hour/Data Base Chair, Contact Chair and Yearbook Chair with a list of all the changes in membership status and changes in contact information as they occur. This should be done through the membership email: kcym.membership@gmail.com. She will then forward this information to the appropriate Chairs.
11. She may work with the President Elect in helping fill any vacant chairmanships that were not filled on Club Commitment Day that fall under her Directorship
12. She shall work with the Service Hours/Database Chairman and the Director of Active and Associate Actives, **beginning in December**, in identifying “Members at Risk”. Together, they will address the concerns of these members as to fulfilling their membership requirements.
13. She will work with the Service Hours/Data Base Chairman to prepare an annual report for each Active and New Member, showing an up -to-date record of hours recorded. This shall be available at Club Commitment Day, or no later than the March Business meeting.
14. As Director of Membership, she shall act as chairman of the Membership Committee.
Duties include:
 - a) Meeting with her committee as needed during the year to review the current membership system. She will present any relevant information/findings to the current BOD.
 - b) Assisting the Service Hour and Admissions committees.
 - c) Attending the New Member Forum in May and attending the Prospective New Member coffee.
15. She shall receive the Prospective New Member applications/photos from the New Member Chair or Admissions Chair and file them in the Membership files.
16. She shall receive a list of members who are delinquent in their dues payment from the Assistant Treasurer and follow up with them via phone call or an email. (See outline for delinquent dues collection.)

Information pertinent to performance of duties:

1. Stated in Article III of the Bylaws.

KCYM Timeline

Director of Membership

2025-2026

April (Preparation for Directorship)

- Meet with **Outgoing Director of Membership** and review job description, timeline and working notebook.
- Contact/email members that signed up for the upcoming Membership Committee and confirm they will serve for the NEXT YEAR.
- Prepare a motion to approve the members of your committee at the Joint Board of Director's (JBOD) Meeting in May.
- Contact the Standing Chairs under your *upcoming* Directorship (New Member Chair, Admissions Chair & Service Hours Chair) to confirm that they are contacting their committee members for the NEXT YEAR so that their motions for the JBOD in early May will go smoothly.
- Attend the **incoming/outgoing** Board of Directors (BOD) meeting.

May

- Attend the Installation Day Tea to be installed as Director of Membership. Also, pay attention to the induction ceremonies: "In Memoriam", Silver & Life. You will lead it next year!
- Attend JBOD meeting and make motion to approve your committee Members.
- Remind your Standing Chairs to include you in their meetings – especially New Member Coffees and New Member Business Meetings. It is important to stay informed and in touch with New Members.
- Attend New Member Forum as requested
- In late May, get a list from the Assistant Treasurer about members that have not yet paid dues. Start doing some research to see where those members stand (have they been active, done any community service, etc.). Members are not REALLY LATE until early June, so while it is time to start communicating, it's still too early to be aggressive.
- Scan Obituaries and Legacy.com for members that have passed away. Prepare a motion to place CURRENT members that have passed "In Memoriam". Do this throughout the year, but members aren't officially "In Memoriam" until after the ceremony during IDT.

JUNE

- Attend the BOD meeting. Make motions for the members that have changed status. See working notebook for the language.
- **EVERY MONTH: RECORD MOTIONS IN SPREADSHEET.** It will make tracking everything easier.
- In late June, get a list of the members whose dues are still "outstanding" from the Asst Treasurer. Start calling the women on the list or find someone close to these members to make phone calls, or ask your committee members for help in reaching out to these members also.
 - Often a KCYM buddy or sponsor or classmate is the best way to start the "please stay and pay" process. By now, they have received many notes from the Asst Treasurer, so a follow up phone call should not be considered "out of line".
- Determine why they are reluctant to pay their dues
 - is their concern with achieving their club/ service hours or
 - the business meeting requirements.

If getting hours accomplished is the concern, offer to excuse them from hours or meetings. They just need to send an email by March 1st requesting to be excused from civic and club hours if an Active member or from business meetings if they are an Associate Active member. Encourage them to use the **Membership Email** kcym.membership@gmail.com so our information stays in one place!

- When you discuss dues, remember to mention the **late fee** – just so it isn't a surprise.

- **EVERY MONTH:** Contact your Standing Chairs and see if there is anything that they need discussed at board meetings. If so, review the issue at the BOD monthly meeting.
 - If there is a JBOD, they can bring up the topic themselves, but make sure you are aware of the subject matter!

JULY

- Attend the BOD Meeting
- At this time, the list of resignations and delinquencies should be fairly well defined. This list should be discussed with the board at the July BOD meeting. Perhaps, someone will be able to reach out and contact one of these women and manage to either convince them to pay their dues or reverse their resignation. **COMMUNICATION IS KEY!!** We really need to hold onto our membership.
- As long as a member was communicating and indicating a willingness or a wish to retain a member, we do not DROP them from the membership rolls, however as of July 1st any member still having unpaid dues, will not be mailed their current yearbook until payment is received by the Asst. Treasurer.
- A member is only dropped from membership if they discontinue any communication. Otherwise, they can resign in good standing by submitting an email to you requesting resignation from KCYM. This is a LAST resort, **we want them to stay.**

AUGUST

- No BOD meeting
- **EVERY MONTH:** Submit a Newsletter Item that requests all membership STATUS change requests should be sent to the **kcym.membership@gmail.com** address. (For simplicity, include your name in the article.) Ask Newsletter chair to include this item in every subsequent Newsletter for the Club year.
- Communicate Status Changes to **Service Hours Chair** and **Communications Director** and Yearbook **Chair** after the Board Meeting each month. After August and Yearbook Publication, only send these changes to Service Hours Chair. Changes such as address changes etc. should go to the relevant KCYM Director and Chair. Be sure to forward any requests for status changes or address changes from your personal email to the kcym.membership email address.

SEPTEMBER

- Attend JBOD. Remind your Standing Committee Chairmen to send a copy of their report to you and attend the meeting.
- Motions read at the BOD meetings about status changes need not be read at Business Meetings. Motions are included in the Consent Agenda sent to membership monthly and get approved as part of the minutes.
- Write a report if there is pertinent information to share.
- Attend Business Meeting, read report if one is submitted.

OCTOBER

- Attend BOD meeting. Read any relevant motions regarding status changes
- Attend Civics/Honoring Day Program. As Membership Chair, we should have a **presence** at this program even though it is not “our program.”
- Attend Business Meeting.

NOVEMBER

- Attend BOD meeting. Read any relevant motions regarding status changes
- In mid-November, get list of members short on meetings and hours. Work with Active & Associate Active Director to try and get Members to attend meetings so they can vote on the slates in January & February.
- Attend Business Meeting

DECEMBER

- Attend BOD holiday meeting, usually hosted by President. (Bring gift items to donate as requested)
- Make motions for members moving to **AS status**.
 - **These motions may be made all year but must be filed by December 1st to take effect for the NEXT club year.**
 - Send member an email confirming that the motion has passed.

JANUARY

- Attend JBOD meeting and remind Standing Chairs to attend as well. Submit mid-year report on membership numbers. (Can be done January or February, depending on length of Meeting.)
- Submit Newsletter Article if you have something to say.
- Review Annual Plan from Long Range Planning and submit any recommended changes.
- Assist Admissions Chair with planning programs for Prospective New Member Informational coffees. When you attend the PNM Coffee (in late January) be prepared to speak about NM requirements (it's a working year, but FUN!)
- Attend PNM Coffee
- **Request list of members with less than 10 service hours to date from service hours chair.**
 - Contact the members that are "at risk" and see what needs to be done to best manage the rest of the year. There are meetings, community service events and donation opportunities to help them meet the annual requirements.
 - Note: only A's have real requirements; AA only need 3 meetings so they can vote. How "hard" you want to push this is up to you. But please note, many could simply become AS and do even LESS. This is counterproductive for the club as a whole.
 - If necessary, they can be "excused from hours &/or meetings".

FEBRUARY

- Assist Admissions Committee, as needed, with the PNM applications review.
- Plan budget for Next Year with Standing Chairs
- Update Blue Book, job description and timeline as requested by President-Elect. Make a copy of the updated timeline and place in Working Notebook for successor. She will need it for duties in April.
- If desired, plan table decorations for Membership table at Club Commitment Day. Remind your Standing Committee Chairs to help recruit members for committees.

MARCH

- Attend Club Commitment Day.
- Attend BOD and Business meetings
- Identify members who are eligible for Silver or Life membership status. Present a motion at the BOD Meeting. Send a copy of this list to Installation Day Tea Chairman/Social Standing Committee Chair.
- Read report from the Admissions Chairman at this BOD meeting. Admission Chairman will write and send you a report listing the names of PNM's. Be prepared to present a motion to the BOD asking for these women to be considered as a PNM in Kansas City Young Matrons.
- Have Service Hours/Data Base Chairman send list of Active members with less than 25 service hours at end of month. Send emails to members.
- Communicate with the **New Member Chairman** and offer help for the New Member Luncheon that the current New Member Class hosts for the incoming class. At the Luncheon gifts for the New Member advisors and a gift to the entire membership for the Club House should be discouraged. The main focus should be on the incoming class.

APRIL

- Attend BOD and Business meetings.
- Attend the New Member luncheon.
- Early April: MAIL handwritten invitations to new Silver and Life members inviting them to Installation Day Tea (see disc). Call for RSVP if no response by April Business meeting.
- Submit newsletter article listing ALL MEMBERS qualifying for Silver/Life membership. Also list deceased members to be placed "In Memoriam".
- Present final report at BOD Meeting. Include budget balance and a separate summary of all changes in membership status.
- Email **changes in status** to Service Hours/Data Base Chair and Dir. of Communications. Email **Resignations** to the KCYM Librarian.
- Turn over your Working Notebook, copy of updated timeline to the new Director of Membership and review job with incoming Director.
- Receive original Prospective New Member applications from Admissions Chairman and file in CFF Library with the help of the CFF Memorial Library Chairman.

Installation Day Tea Preparations:

- Prepare presentation for IDT (see scripts in Working Notebook)
 - Silver/Life and Honorary presentations
 - "In Memoriam" service for former KCYM members who have passed away this Club Year.
 - **light one candle and read their name - no bio is read.**
 - Email President with the presentations that need to put on the agenda.
 - Copy and paste each deceased member's memorial article and place in their file.
- Make copies of Club Sentiment and place on chairs at IDT for membership to recite with you at end of Memorial Service.
- Mail letters to the family of the deceased members and invite them to Installation Day Tea.
- Request from Club House Set-Up Chairman a card table with white tablecloth placed to right of the platform. If family members of the deceased are attending, you will need to reserve some chairs in the front row.
- Ask Clubhouse Setup Chairman to reserve appropriate number of parking spaces.
- White candles for each of the deceased members and a silver candlestick will be needed. You can borrow from the Club or bring your own. **Bring a lighter!** (Matches are too clumsy).
- A **white rose** for each deceased member with water tube will be needed. Place these in a vase. They are given to the family member at the end of the service.
- Plan rose purchases with Service Hours/Data Base Chair. You will also need a **pink rose** for each Silver and Life member. Honorary member is to receive a gift as applicable (suggestion- small engraved bowl).
- Check that member's files have been updated with status changes and filed in correct section.

MAY: INSTALLATION DAY TEA

- Greet Life and Silver Members as they arrive for Installation Day Tea.
- Greet family members who attend Memorial service. Remind them that they are welcome to leave after the Memorial service.
- When finished with the service, give them a rose and the Remembrance Letter and thank them for coming. If no family members are present, mail them the Remembrance Letter.
- Conduct Silver, Life and Honorary presentations.
- Assist Service Hours/Data Base Chair with presenting her awards.

- Submit article for President's Report.
- Check that member's files have been updated with status changes and filed in the correct sections in the CFF Library. May ask for assistance, from the incoming Membership Director when completing these changes.

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