

CVWGC Board and Committee Job Descriptions

Job Title: Membership Chair

Last Modified: 03/24/2025

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Create New Online Application Year Record	Work with Board and Carson Valley Golf Course to confirm the upcoming year's season information relative to the Online Application process (see <i>Annual Application – Online Cover Page Setup Process and Instructions</i> document). Work with both the Board and Technology Chair on any Online Application and or notification updates and modification as needed.	Oct - Nov
Board Approval for Online Application	Get Board approval of overall Online Application before end of November.	Nov 31st
Open New Season's Application to Public	Send out official email by end of November, using historical email roster, regarding the start of the upcoming season application period, giving updated information for club activities and simple instructions on completing annual renewal applications and GHIN fee payment.	Nov. 31st
New Application's Process Audits	Complete the final step in the application processing and send out final process notification to the member.	As received
New and returning members Official Club Welcome emails	Send out "Application Received and Welcome" emails to members who have completed an application providing more specific details of the official application process by the various Board members.	As completed
	Provide support to Board members as needed.	Ongoing

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