

GROUP MEMBERSHIP CHAIR RESPONSIBILITIES

- Collect annual membership dues from each of your group members.
 - City dues are \$15.00 for active and associate members. Any additional fees are set by your individual group.
 - Past Kindervelt City Presidents have earned a free lifetime membership and are not required to pay City dues, although some may choose to do so.
 - Members who belong to more than one group need only pay City dues once.
- Update your group membership roster issued by the City Membership Chair. If submitting roster electronically, please **highlight changes in RED** or use a **RED** pen to indicate the following:
 - - Check the accuracy of names, addresses and the best contact number for the individual (preferably a cell phone number only) – **missing data is highlighted in yellow**.
 - Double check e-mail addresses as these tend to change often.
 - Verify the 'year joined' for each member as this will allow proper recognition each year for 10, 20, 30, 40 and 50 year members.
- Continuously keep all membership data current with the City Membership Chair. Submit the *Membership Change in Status Form* as you have changes, additions or deletions to your group's membership and mail new member dues throughout the year.

Coordinate with your group Treasurer to write one check for dues made payable to 'Kindervelt of CCHMC'. Your check and an updated roster are to be submitted to the City Membership Chair **no later than October 15th** of each year. **Please do not submit any checks directly to the CITY TREASURER!**

City Membership Chair: Kelly Anderson
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Cincinnati, OH 45215
513-582-6787
kvmembership@kindervelt.org or kellymahleanderson@gmail.com