

GROUP MEMBERSHIP CHAIR RESPONSIBILITIES

- Ensure each group member has paid their city dues and collect any sunshine dues owed to your group. ***Beginning in the 2023-2024 membership year, members will be able to pay their city & sunshine dues and update their personal information online through the secure membership portal.*** Information on this will be shared at the first Leadership meeting and will be distributed to each group. **All membership dues are to be paid no later than October 15th of each year to prevent lapsing.** If a member utilizes the member portal but prefers to pay by check, you may instruct them to send payment directly to me or you may coordinate with your group Treasurer to write one check for dues. Checks are to be made payable to “Kindervelt of CCHMC”; please include a list of members that the payment covers. Again, payments are to be submitted to the BOT Membership Chair **no later than October 15th.** **Please do not submit any checks directly to the CITY TREASURER as this will delay membership renewal!**
 - **City dues are \$20.00** for active and associate members. Any sunshine fees are set by your individual group. If a member pays online, the sunshine funds, less a processing fee, will be returned to the Kindervelt group. Transfers will be made by the city treasurer.
 - Past Kindervelt BOT 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. Please contact the BOT Membership Chair for a discount code if needed.
- Review your group membership roster as provided to you by the BOT Membership Chair. Please note any changes or updates that need to be made.
 - Check the accuracy of names, addresses and the best contact number for the individual (preferably a cell phone number).
 - 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.
 - **Instruct members to update their information online. If a member does not feel comfortable updating their information through the secure member portal, you may choose to help them or ask the BOT membership chair to assist.** In these instances:
 - If submitting updates electronically, please **highlight changes in RED** or use a **RED** pen to indicate changes.
 - If submitting updates via mail, please use 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.
- Continue to monitor group membership data throughout the year. Ensure all membership data is current on the online directory. Instruct members on use of the new membership portal or contact the BOT Membership Chair for assistance. Submit changes to

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