

**Lambeth Art Association Job Descriptions for  
Executive Convenor Positions**

**6. Title:** Membership Convenor

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**General Description of Position:**

- Keeps an accurate membership list in both Excel and Mailchimp (LAA's email management software) and distributes to the Executive and membership;
- Maintains an accurate record of the year members join LAA;
- Maintains a current LAA General Meeting Sign-in sheet to keep track of meetings attended by members; bring sheets to each meeting or forwards to a designated person if unable to attend; - Makes and issues name tags;
- Works with the Treasurer to record membership fees;
- Oversees both the email correspondence of [lambethartassociation18@gmail.com](mailto:lambethartassociation18@gmail.com) and posted mail by replying or forwarding to the appropriate person (email and Membership Convenor address is connected to Mailchimp);
- Distributes information provided by the Executive and Convenors to LAA members via the most recent electronic membership list (i.e. Agendas, Minutes, Workshops etc.);
- Maintains a contact plan in the event of emergencies (last minute meeting cancellations due to weather, power outage, etc. as directed by the President);
- Keeps a current record of the membership waiting list in both Excel and Mailchimp; - Emails "Request for LAA Membership" letter, "LAA Invitation to Membership" letter and "Welcome New LAA Member" letter to prospective members from the waitlist when spots become available.
- Provides new members, by email, the Constitution and Policy and Procedure Documents (the Code of Conduct is contained within the Policy and Procedure document);
- Provides new members with the LAA website members' password so they can remain current on member activities;

**Skills Required (technical or otherwise):** General computer skills in Word and Excel. Experience or willingness to learn Mailchimp (LAA's email management software).

**Approximate Amount of Time Required (daily, weekly, monthly, annually?):** Variable.

**Can this job be shared/shadowed?** Yes. For example, Mailchimp duties could stand alone would only need to share membership list.

**Comments, Suggestions and Helpful Hints:** It is best to start new members at the beginning of the year (September and October) rather than mid-year. Respect the wishes of members who do not want their contact information shared.