

13 August 2015

HHLT Job Description - Membership

- Attend all Board and General Membership Meetings
- Distribute information about HHLT website to all new members
- Have new members complete Member Information Sheet
- Introduce all new members at the next general meeting
- Prepare name tags for all new members
- Inform new member info to Treasurer and Communications Chair
- Keep an attendance record for each general meeting
- Follow up with members who do not renew their membership
- Encourage increased membership in HHLT within community