



Membership Coordinator

Tasks to do during the year

- Upkeep of the membership database – the distribution list
- Updates linked to the members' information
- Contact the members when necessary to request changes in their team
- Send distribution list to Webmaster for the postmaster update
- Coordination with the Vice-President for farewell certificates
- Prepare Farewell & Welcome slides for the General Assembly Meetings (GAM)
- Any other related tasks

Tasks to do at the Bazaar

- Help the other members in their tasks
- Set-up for the Bazaar weekend

Skills required

- Word
- Excel
- PowerPoint