



## MACRAO Membership Coordinator-Elect Application

Name \_\_\_\_\_

Institution \_\_\_\_\_

Position \_\_\_\_\_

Email Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

The Membership Coordinator Elect will shadow/assist the Membership Coordinator in the 2020 membership year in order to learn the duties of the position and the new event and membership management software, MemberClicks. Duties include outreach and communication with membership regarding events and dues. At the end of 2020, the Membership Coordinator position will be reviewed and may possibly split into two positions to be determined once we are more familiar with the MemberClicks software. At that time, this person would either transition into the Membership Coordinator position, or one of the new positions created.

1. How many years have you been a MACRAO member? \_\_\_\_\_

What has been your involvement with MACRAO?

2. Describe your skill set and experience as it pertains to serving in this role.

3. The Membership Coordinator-Elect serves as a non-voting member of MACRAO's Board of Directors. The time commitment required for this position includes attending monthly board meetings (in person or remotely) as well as working with the Membership Coordinator to train and complete tasks within MemberClicks. The focus of this position includes communicating with current and potential members about membership status, benefits and dues. In addition, this role assists with setting up event registration and working with committee chairs on event related tasks/data within MemberClicks.

I understand the time commitment associated with assuming the role of Membership Coordinator-Elect and agree to responsibilities and meetings as outlined on the application and in the position description. My supervisor is in support of this application as outlined by his/her signature below.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date