

Bokeelia Civic Association Position

Membership Chairman: The Membership Chairman will maintain all records of members (active and inactive) indicating date paid, first & last name, street and mailing address, verification of eligibility for membership, phone, email address, amount paid in each specific year, second home address and phone, special notes, etc. This information will come from various sources, including from the Treasurer upon receipt of checks and forms in the post office box.

The Membership Chairman will maintain an updated dues list and be prepared to determine status to officers and members at any meeting held by the BCA. Membership forms received by the Chairman will be retained by the Chairman and the checks made available to the Treasurer for deposit. The Chairman will also be responsible for advising members when their dues are overdue by mail.

The Chairman will provide an updated list of email addresses to the Newsletter Chairman as needed.

Revision: November 10, 2008