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| **Membership Services**  **Goals & Objectives**  **2017-2018** |



**­Charge**

* Produce the MDMLG Directory
* Maintain membership records, including updating records
* Coordinate the annual membership renewal process

**Committee Members**

* Stephanie Stebens

**Goals & Objectives**

* Create the MDMLG directory, and send it to the webmaster in time to have it published to the MDMLG website before the first general business meeting of the fiscal year
* Maintain MDMLG membership records throughout the year, updating it to include any new members joining throughout the year; send the webmaster the updates as necessary
* Work with the webmaster to ensure the accuracy of the directory
* Collect the fiscal year dues and coordinate with the treasurer to ensure that checks are received in a timely manner
* Send notifications of new members to the Outreach/Public Relations Chair

*Respectfully submitted,*

Stephanie Stebens

Membership Services