**[](http://www.mdmlg.org/)Membership Services**

**Goals & Objectives**

**2023-2024**

**Charge**

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

**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 Outreach Chair to coordinate welcoming new members to the organization
* Coordinate with the Treasurer to ensure that checks for membership dues have been received

*Respectfully submitted,*

Stephanie Stebens

Membership Services