### Chapter Membership Officer

This position is an elected position to the TQG, Inc. Chapter Board.

**DESCRIPTION**

The Chapter Membership Officer collects membership documentation for the chapter and is familiar with the following: TQG, Inc., Constitution, By-Laws, Policies and Procedures, and the duties of this position. The Chapter Membership Officer works closely with the Membership Officer of the Executive Board.

**DUTIES**

1. The Chapter Membership Chair attends the TQG, Inc. Chapter Board meetings. If unable to attend the meeting he/she must provide a knowledgeable substitute or written report of the prior month’s activities. This will report will consist of the total number of members and the last number issued.
2. The Chapter Membership Chair attends all chapter meetings or arranges for a substitute who has knowledge of procedures.
3. The Chapter Membership Chair will register new members and assist existing members with questions.

1. The Chapter Membership Chair will act as a liaison between the membership and the Executive Board Membership Officer.
2. As directed by the Executive Board Membership Officer, the Chapter Membership Chair will assign numbers to new members and collect all dues from the current members. He/She will maintain a record of cash or check # received. She/He will also have neck wallets available for purchase at the membership desk during chapter meetings. The prices are set in the by-laws. This money must be deposited in the TQG, Inc., checking account weekly. Under no circumstances will money will be held longer than a week and extra care should be taken to deposit checks by the end of the month so they are posted to members accounts when they balance their checkbooks. An extra copy of the deposit will be requested from the teller. A copy of the deposit slip plus a detailed listing of where the money was received will be mailed to the TQG Treasurer within one day of the deposit. A copy of all receipts will be kept in file. As soon as possible, the Chapter Membership Chair will inform the Executive Board Membership Officer of all actions taken.