

Membership Coordinator

Contributed by Barbara Phipps
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During 22 years of marriage, God has blessed us with 2 wonderful daughters and 11 years of homeschooling. We can't imagine any other lifestyle. In all honesty, some of the days have seemed endless. Yet, the years have flown by so quickly. When the difficult days come, (and they will), turn to God and rely on His strength! I've had to remind myself many times that HE has a purpose and a plan for us. At times, my responsibility was to "keep plodding" and trusting Him for guidance. For me, homeschooling has been a great encouragement to develop a consistent prayer life! As the girls have matured into teenagers, I love seeing their unique talents, gifts and personalities develop. Our family life revolves around our church family at New Life Baptist, caring for elderly grandparents, pets too numerous to count and travel for our business. I look forward to meeting you at HEAR events, and I pray that God will bless your homeschool journey.

Membership Coordinator Job Description:

- § Be aware of the scheduled membership sign-up date and attend to register members
- § Attend regular meetings to collect membership forms
- § Coordinate with the treasurer in collecting the membership fees
- § Record a corresponding number on each HEAR membership card
- § Fill out the membership card
- § Keep an updated hard copy of the packet available for parents to view before joining HEAR
- § Formulate a membership directory for each member using the information from the membership form
- § Make hard copy directories available only to those who do not have computer access
- § Send new members' information to the Website Administrator
- § Send email announcements to the HEAR leaders
- § Keep the director informed with membership information
- § Submit a bio and photograph to the Website Administrator

