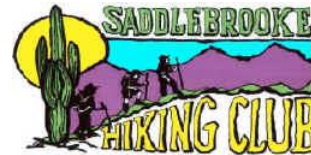


**SaddleBrooke Hiking Club  
Membership Coordinator Position  
October 26, 2021**



**NEW MEMBERSHIP COORDINATOR NEEDED**

Our current Membership Coordinator Beth Jones has elected to step down from this position. Beth has done a wonderful job and we thank her for her fine work.

The Membership Coordinator plays a critical role in keeping our SaddleBrooke Hiking Club functioning smoothly. We need to fill this position as quickly as possible.

The duties of Membership Coordinator are to:

- Receive dues monies and Membership Application and Release forms
- Maintain the Membership Application and Release Forms
- Interface with members when necessary to ensure accurate information
- Pass the dues money along to the Treasurer
- Keep an up-to-date membership roster in the form of an Excel spreadsheet. This spreadsheet is shared with the Treasurer, the Communications Director, and the Guides

The Membership Coordinator needs good organizational and record keeping skills and a working familiarity with Microsoft Excel. The Membership Coordinator should be a year-round resident (i.e. not a snowbird).

If you are interested in taking on this vital role for our Club, please contact Club Treasurer Arlene Daigle at: [ardaigle1@aol.com](mailto:ardaigle1@aol.com)

Thank you,

Tim Butler, SBHC President