Membership

**Job Description**

Responsible for:

* Coordination of enrollment, waiting lists and withdrawals,
* Assembly and distribution of member orientation packets,
* Maintaining class rosters, and
* Prepare and distribute participation schedule.
* Oversees Participation Calendar

Committee Assignments: Membership and Participation

**Important Information**

Email: cccnsmembership@gmail.com password:

Participation Chair Email: cccnsparticipation@gmail.com password: classhelper

**Forms Needed**

* Calendar
* Enrollment Packet: Enrollment Letter, Health Form, and Participation Calendar Request
* Intent to Withdraw Form
* Membership Report
* Orientation Postcard

**Committee Members**

Participation Calendar

Directory

**Daily Jobs**

none

**Monthly Duties**

EACH MONTH – Report membership changes to board and teachers

JUNE –

JULY –

AUG –

Make Orientation Schedule and email teachers

Mail out Orientation Postcards

SEPT –

OCT –

NOV – Send out Enrollment Packet for Spring 2s

DEC –

JAN-

FEB – Registration

MAR-

APR- Send out Enrollment Packet

MAY-