

May 18, 2009

SUBJECT: WASH Membership Committee Letter of Instruction

PURPOSE: To outline duties and responsibilities of the WASH Membership Committee and WASH Membership Committee Chairperson. This Letter of Instruction may be modified with consent by two-thirds vote of the WASH Board of Directors.

GENERAL: The WASH Membership Committee shall consist of the WASH Treasurer and one or more WASH members in good standing. The members in good standing shall be volunteers. In the absence of volunteers, the WASH President will appoint a WASH Director to serve as the Committee Chairperson until a member volunteers.

DUTIES AND RESPONSIBILITIES:

1. The WASH Membership Committee Chairperson is responsible for coordinating all activities of the WASH Membership Committee.

2. The Committee will establish and maintain a roster of WASH Members in good standing (a member whose dues are current). This roster will, at a minimum, consist of the following items for each member:

- A. First and last name
- B. Mailing address
- C. Telephone number
- D. Email address

3. The WASH Treasurer will provide the Committee Chairperson with items 2A thru 2D, whenever he/she receives a new member membership form or when a current member renews their membership.

4. The Committee Chairperson will provide a membership status report at each face-to-face board meeting and a current membership roster for each board member.

5. The Committee Chairperson will provide the WASH Webmaster with a current list of WASH members in good standing for posting on the WASH Web Page. This list will consist of first and last names only. The Webmaster will be provided with additions to, and deletions from the list, as they occur.

6. Annually, the Committee will compile a WASH Membership Directory for distribution to the membership. Prior to publication, the Committee will ensure that no member has an objection to publication of their personal data. The directory will be ready for distribution no later than ninety days from the beginning of the membership year. The Chairperson will recommend a method of distribution to the WASH Board of Directors.

Approved by WASH Board of Directors on May 23, 2009.