

ACFA Membership Chairman Duties

The ACFA Membership Chairman shall:

1. Fulfill the duties of this office and represent the Alabama Coastal Fisherman's Association (ACFA) in a manner consistent with the mission statement;
2. Possess a working knowledge of Microsoft Excel to develop and maintain a yearly 'paid' membership list including pertinent contact information, spouse name and dependents.
3. Coordinate with the ACFA Treasurer to verify yearly membership dues from all, and provide the latest Membership information to the following prior to each tournament:
 - a. ACFA President;
 - b. ACFA Statistician;
 - c. ACFA Weigh Master;
 - d. ACFA Newsletter Editor.
4. Try to arrive at ACFA Meetings 30 minutes prior to the posted start time; or appoint a dependable replacement in his/her absence to fulfill the following duties;
5. Be responsible for:
 - a. Monitoring all membership sign-in activities (attendance log):
 - i. Assisting members (existing & **New**) where needed;
 - ii. Maintain a supply of **New Member** kits containing:
 1. Copy of ACFA Tournament, BFC & CPR Rules;
 2. (2) BFC Cards;
 3. (2) CPR Cards;
 4. (2) Boat/Vehicle Decals;
 - b. Dissemination of **RED** tickets to be used during Door Prize drawings;
6. If possible, wear an item of clothing bearing the 2020 ACFA Logo;
7. Develop and maintain a running tally of monthly meeting attendance and disseminate to the ACFA President at least monthly (for the Grand Attendance Prize Drawing at the Yearly Banquet in December).
8. Have on hand an adequate supply of ACFA Membership Forms:
 - a. Ensure **NEW** members complete a copy of the ACFA Membership Form & record the information
9. Develop and maintain a strong working relationship with the ACFA Board & Chair positions relating to Sponsorship (tier) information received. Sponsors are provided memberships based on the tier system to assure their recognition (plus spouse & kids).