Waterman Alumnae Group Job Descriptions – Standing Committees

**Assistant Membership**

Meet with President/Membership Chair In May/June to update letter to current

Sustaining Members thanking them for their continued support of Waterman

and invite them to continue as sustaining members. Mail along with current

year's program booklet and Town Tattler.

Meet with President/Membership Chair in September/October to develop

letter to new members with President's and Membership Chair's signature.

Mail.

Meet with President/Membership Chair In September/October to develop

letter to all those who did not renew their membership for the current year,

inviting them to become sustaining members with President's and

Membership Chair's signature. Mail

Assist in any other mailings throughout the year as requested.