

Membership Chairperson Job Description

- ▣ Must attend all SPA Monthly meetings
- ▣ In the middle of August, request the SPA roster from Central Office.
- ▣ Cross check the SPA roster with the MTA roster received during the summer.
- ▣ Update the MTA roster of existing members:
 - ▣ a. Compare renewal roster to payroll and make changes directly on roster – Cancellations, status changes & demographics.
- ▣ Submit corrected roster to MTA.
- ▣ Complete payroll deduction schedule and submit to Central Office and building reps.
- ▣ Track New member applications with Building Reps.
- ▣ Collect new member applications – distribute appropriate copies to MTA, CO, employee and file.
- ▣ Continually monitor payroll for members and make-ups.
- ▣ Cross check the payroll roster with previous roster for any discrepancies – deletions or LOA. Communication with CO (Sue Rapp, Kim Fitzpatrick) is KEY.
- ▣ Cross-check monthly with MTA Roster.
- ▣ Attend MTA Treasurer’s Workshop Training in October.
- ▣ Attend Central Office Meetings when deemed necessary or invited by the SPA President
- ▣ Bill Cash Payee Members – Due by December.

- ▣ Compile SPA Year End Treasurer's report
- ▣ Banking
- ▣ Deposit Dues check at Shrewsbury Credit Union
- ▣ Record operating expenses, cash receipts, and disbursements.
- ▣ Reconcile checkbook monthly to bank statement
- ▣ Compile monthly Treasurer's report and distribute to Board
- ▣ Communicate with ADP (Payroll service) on Government filings, 150E Reporting,
- ▣ IRS tax filings, Epostcard 990N, W4 distribution, determine yearly board stipend and issue checks.
- ▣ Quarterly Local Office Support
- ▣ Determine reimbursement from MTA.
- ▣ Compile Quarterly Treasurer's reports and submit to MTA
- ▣ Final year-end Treasurer's report due to MTA by July
- ▣ Final LOA due by June 30.
- ▣ Be diligent - be sure all members are accounted for and are paying dues.