**ARTICLE V - APPOINTED CHAIRPERSONS**

**SECTION 1. Duties of the Chairpersons:**

**A. Membership Chair:**

1) Shall be responsible for the sponsorship of prospective members, and that all prospective members have full knowledge of membership requirements and responsibilities.

2) Shall ensure that the prospective members are made aware of upcoming events and activities.

3) Shall be responsible for ordering name badges for all new members and replacement badges for all current members, as needed.

4) Shall serve as Administrator and Moderator of the CORSA supported email distribution list, “PPCC List”.

5) Shall distribute a copy of the official Membership Roster to members during the March business meeting.

6) Shall maintain an up-to-date roster of all club members, based on current dues paid. This roster will also serve as the club’s official Membership Roster, and will include a minimum of:

a. The member’s name.

b. The spouse’s name (if applicable).

c. The member’s mailing address.

d. The member’s contact number (cell or home).

e. The member’s email address (if available).

CHANGE FROM:

7) Shall be responsible to deliver an abbreviated version of the official Membership Roster to the Editor each March for inclusion in the next published newsletter. This abbreviated version will only have the following information:

a. The member’s name.

b. The spouse’s/partner's name (if applicable).

c. The member’s City and State.

d. The member’s email address (if available).

CHANGE TO: (*however, consider para 5 above*)

7) Shall provide an abbreviated version of the official Membership Roster to club members. This abbreviated version will be distributed only though the PPCC list or USPS and will not be published on the website or in the Newsletter. This abbreviated version will only contain the following information:

a. The member’s name.

b. The spouse’s name (if applicable).

c. The member’s mailing address.

d. The member’s contact number (cell or home).

e. The member’s email address (if available).

ADD: (is this covered by Article III, Section 4?)

8) Shall ensure all information is used solely for PPCC activities and is protected from disclosure outside the club membership.