



TELEPHONE CHAIRPERSON JOB DESCRIPTION

- I. The purpose of the Telephone Committee is to give a courtesy reminder of BAGS activities to members on a monthly basis. These activities can include, but are not limited to the following:
 - A. Board of Directors meeting
 - B. General monthly meeting
 - C. Bus trip schedule
 - D. Potluck suppers
 - E. Information as required for training, i.e., Members Helping Members and Members First meetings
- II. Advise Registrar when a member's number is disconnected or changed or about death of a member.
- III. Advise Corresponding Secretary of illness or death of member for purpose of sending appropriate card.
- IV. Coordinate with Registrar on gaining new members and on loss of current members.
- V. Call members quarterly if they miss last 3 meetings to see if they need a ride, have illness or any other reason for missing meetings that BAGS can assist with. (If ride needed, advise Member Services to arrange rides.)
- VI. Inform President and Registrar each month of committee activities and results.
- VII. If a member does not wish to be called, mark name and abide by their wishes.
- VIII. Roster is confidential information, so shred when no longer needed.
- IX. Coordinate with the Registrar to call members whose dues have not yet been paid for the previous year.
- X. E-mail communication exclusively through BAGS e-mail address telephone@txbayareagen.org.
- XI. Attend a majority of the board meetings.