



# MEMBERSHIP COORDINATOR

## ABA Job Description

### BASIC FUNCTION

The Membership Coordinator receives and deposits all membership dues and keeps an up-to-date membership database to provide ABA membership information where needed.

### MEMBERSHIP COORDINATOR QUALIFICATIONS

1. Must be competent in computer techniques
2. Must have time to accomplish the duties of the position
3. Must belong to The American Bell Association

### CURRENT PROCEDURES

1. Establish and maintain a computer database for the ABA membership. This database shall include but not be limited to the following:
  - a. Name, address, zip code, email address, and phone number of members.
  - b. Date joined and expiration month of membership.
  - c. Dues paid and date.
  - d. Whether the member is paying extra for first class mail or only for "regular" bulk mail.
  - e. Members who have a change of address during part of the year ("snowbirds") in order to change the mailing labels as required.
  - f. Retain list of deactivated members, with reason and date.
2. Respond to or refer appropriately all correspondence. Correspondence pertaining to any phase of *The Bell Tower*<sub>sm</sub> publication, distribution, and related concerns are forwarded to *The Bell Tower*<sub>sm</sub> Committee Chair and/or *The Bell Tower*<sub>sm</sub> Editor for action.
3. The ABA membership database is to be backed up twice a year with the designated member of *The Bell Tower*<sub>sm</sub> Committee. The database is also to be backed up as changes are made in at least one external source such as iCloud and/or a flash drive. (Nancy Kirk is using both.)
4. Send renewal notices to all members around the first of the month before their membership expires and send subsequent reminders as needed. Nancy Kirk's current practice is as follows.  
For US members:
  - a. First notice is sent postal mail and includes a return envelope.
  - b. Second notice is sent around the first of the month following the month of expiration via email if the member has it. If not, a phone call is made.
  - c. Third notice is sent around the first of the next month, via email.
  - d. Fourth and final notice is sent around the first of the following month, via email.
  - e. Lists are kept of all these actions.

For International members, all actions are done via email if available. (Postal mail/phone for International members without email.)

5. For donations to Friends of ABA, record in database and immediately notify First Vice President and Treasurer.
6. For donations to Collins Memorial Bell Tower Fund, record in database and immediately notify Ruth Ann Frank and Treasurer.
7. Information regarding the death of a member is to be sent to the Chaplain.
8. Regarding new members:



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- a. Send them a copy of latest BT.
  - b. Notify Chair of Welcome Letters Writers; include all contact information.
  - c. Write up the new members including all contact information and notes of interest about them for Membership Column in the BT each issue.
9. Include any changes in contact information for current members in above-mentioned column and notify Website Coordinator so online Directory may be changed.
  10. From time to time provide database information for printing a directory or other projects as requested.
  11. Prepare a bank deposit once or twice a month. Stamp all checks and/or money orders with stamp provided "for deposit only" to the current ABA account. Prepare list for Treasurer and Membership Coordinator's file with Last BT, name, dues, mail, donate, total, check date, check number, deposit date, Friends of ABA, and CMBTF.
  12. Before each BT mailing date, prepare three lists to be sent to the printer, BT editor, and BT Committee Chair, as follows: Last BT, name, address, city, state, country if not US, ZIP.
    - a. One list for US bulk mail.
    - b. One for US first class mail.
    - c. One for International.
    - d. Deal with snowbirds from both a and b.Also prepare order with numbers for international, US bulk, US first class, and extras for Membership Coordinator, BT editor, BT Advertising Coordinator, and BT Replacement Copy Coordinator.
  13. Provide an annual estimate of funding required to the Treasurer and the BT Committee Chair not later than March 1 for budgeting purposes.
  14. The Membership Coordinator will be provided an ABA debit card to pay for expenses of the office. Receipts for expenditures are to be forwarded immediately to the Treasurer and recorded in the Coordinator's own files.
  15. Be accountable to the BT Committee for all computer equipment. Provide to the Convention Committee's person responsible for ABA properties annually by March 1 a listing and condition of all MC equipment.
  16. Attend meetings of The Bell Tower Committee as an ex-officio member.
  17. Attend meetings of the Outreach Committee as an ex-officio member.
  18. The ABA Address: The mailing address of the Membership Coordinator and the email address <https://www.americanbell.org/> are to be the only addresses on all advertisements and other publicity material.



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## All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

**All ABA positions** (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts, by the end of fiscal year, March 31<sup>st</sup>. Committees whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

### Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.

**Membership Coordinator:** The Membership Chairperson will include the ABA logo on all forms and correspondence, including all publications of the Membership Application.

**Attached Below:** Membership Application form (May use another form if preferred so long as the information is collected correctly.)



**American Bell Association International, Inc.**  
**Application for Membership and Magazine Subscription**

*Dues are remitted yearly. Multiple year dues are not accepted. We accept payment via personal checks issued in U.S. dollars, international money orders, credit cards, and PayPal.*

**New Member or Renewing\*:** \_\_\_\_\_ **New Member** \_\_\_\_\_ **Renewing** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Annual Membership Type\*:** Please select your Membership Type by location. US members may opt to receive *The Bell Tower<sup>sm</sup>* magazine by first class mail.

- \_\_\_\_\_ **US Membership - \$50**
- \_\_\_\_\_ **US Membership + delivery of *The Bell Tower<sup>sm</sup>* magazine by first class mail - \$66**
- \_\_\_\_\_ **Canada Membership - \$62 USD**
- \_\_\_\_\_ **Other International Membership - \$74 USD**

**First Name\*:** \_\_\_\_\_ **Last Name\*:** \_\_\_\_\_

**Email Address\*:** \_\_\_\_\_ We will send enrollment confirmations, receipts, etc., to this address. By joining or renewing online, you agree to receive by email renewal notices and other correspondence related to your membership and ABA activities/information. Please see also our **ABA Privacy Policy** as posted on our website.

**Additional Members:** Your family members who reside with you may join the ABA with you. Enter the names and email address of other family members who are joining. Only one magazine per household will be sent.

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Home Address\*:** \_\_\_\_\_

**City\*:** \_\_\_\_\_ **State\*:** \_\_\_\_\_ **Postal Code\*:** \_\_\_\_\_ **Country\*:** \_\_\_\_\_

**Phone number(s)\*:** \_\_\_\_\_

**Mailing Address\* (if different):** \_\_\_\_\_

**City\*:** \_\_\_\_\_ **State\*:** \_\_\_\_\_ **Postal Code\*:** \_\_\_\_\_ **Country\*:** \_\_\_\_\_

**How did you find out about us?** \_\_\_\_\_ **ABA Website** \_\_\_\_\_ **ABA Member** \_\_\_\_\_ **Other Friend**

\_\_\_\_\_ **The Bell Tower** \_\_\_\_\_ **Other (please specify)** \_\_\_\_\_

**Type(s) of Bells Collected:** \_\_\_\_\_

**I'd like to donate to the "Friends of ABA": Amount: \$** \_\_\_\_\_

**I'd like to donate to the "Collins Memorial Bell Tower Fund": Amount: \$** \_\_\_\_\_

My donation is  **In Memory of** or  **In Honor of (Name)**

If one of these is a memorial or "in honor of" donation, please give us the name and address of the person to whom a notice of your kindness should be sent.

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

Make check or money order in US dollars payable to **ABAI** and mail to:  
**ABA MEMBERSHIP COORDINATOR, 11748 N Via De La Verbenita, Oro Valley AZ 85737-7293**

*\*Indicates required information*



**American Bell Association International, Inc.**

**Renewal Notice**

Date

Dear ABA Member—

**This is a reminder that your membership with the American Bell Association expires this [Month/Year].** The annual dues for the membership are \$50. Optional US first class mail is \$16 more, total \$66. Mailing *The Bell Tower* magazine to Canada is an additional \$12 (total \$62) and mailing to other international members is an additional \$24 (total \$74). You may make payment the following ways:

- As always, you may send your check (or money order) made payable to ABA to the address below.
- By using this link, [www.americanbell.org](http://www.americanbell.org), you may pay by credit card or PayPal. When on the link, click the Membership tab and then click "Renewal." There is no additional cost for payment online.

Additionally, if you wish to make a donation to the Friends of ABA or Collins Memorial Bell Tower Fund, you may add your donation amount to your payment, regardless if by check or online. Donations may be made anonymously, in honor of a friend or chapter, or in memory of someone who has passed away. Please let us know your wishes when you make your payment.

If you do not intend to renew your membership, we will very much appreciate a reply to this notice, indicating that choice and perhaps letting us know the reason, so that we can better keep our membership database up to date.

Best bell regards,

*Nancy Kirk*

Nancy Kirk, ABA Membership Coordinator

11748 N Via De La Verbenita

Oro Valley AZ 85737-7293 USA

928-607-5454

Email: [membership@americanbell.org](mailto:membership@americanbell.org)