

**7th Michigan Volunteer Infantry, Company B, Inc**  
**JOB DESCRIPTION**  
**(September 2011)**

TITLE: NEW MEMBERS COORDINATOR

PURPOSE: To provide a primary contact for new members and potential new members and to provide materials and guidance for persons joining the corporation.

AUTHORITY: Appointed by the president

TERM: 1 year

DUTIES:

1. Make available recruiting materials such as business cards/brochures/new member
2. Be available to potential new members via phone/internet
3. Greet and introduce potential members at meetings/events
4. Report monthly to the board on progress/needs/financial needs