



### Goals of the Membership Committee

- New Member Procedure
  1. Membership Committee secures signed application along with \$10.00 initiation fee and first year's dues of \$30.00 (currently).
  2. Present application at the next monthly meeting
  3. Coordinate the initiation with the Chairman
  4. Invite the new member (and family) to next meeting and ensure they will be in attendance.
  5. Request name badge and "new member" ribbon from badge maker
  6. Distribute copies of application are distributed to:
    - Chairman
    - Secretary
      - Assigned "Social Number"
        - Copy Financial Secretary and Membership Chair
      - Sends copy to District Officers:
        - Mike Peterson, District Treasurer
        - Elizabeth Swenson Miura, District Secretary
    - Financial Secretary
    - Name Badge committee person for a new name badge
    - Newsletter Editor
    - Membership Chair
      - Add name to caller's list

Who will maintain the member list with correct addresses/birthdays, emails, etc..

- Member Recognition
  1. Putting ribbons on new member name tags to identify them as new members.
  2. We could then assign one of the committee to introduce them around and sit with them until they get comfortable. At that time, we could also try and get them on a committee so they can feel involved.
- Membership Outreach
  1. Involving the Calling Ladies (the ladies that call for rsvp's) in the membership committee as well. They can keep in touch with the membership on changes of address/phone/email. Also to check in on them and relay any pertinent information to the chaplain say if someone was ill or needed some assistance that we could provide to them.
- Membership Marketing
  1. Creating business cards that we could hand out to member with contact information and the website. The website has our membership application and such, so it would be easy for them to fill out and apply for membership
  - 2.
- Membership Communications
  1. Keeping up a good membership listing with current information – especially important to have email addresses correctly.
  2. Provide copies of membership

## **Membership Administrative Policy**

**Who do the members send the checks to:** I vote that it be Elizabeth and only Elizabeth simply to reduce confusion. – I agree

**When are dues due:** I am not sure. Perhaps one way is to have our Lodge's deadline 30 days before we are to send the money to the District. – I think we will be deciding tonight

**When should we ask for dues:** I think that we should start at the Feb meeting. This year is a little different as we are going to have the dues amount debate today. Maybe we could send out a bill with the program book each year and put it in the newsletter

**How should we ask for dues payment:** We should send an email out with the amount and the name and address of the person to mail the check to. We should also announce it at the Feb, and March meeting. For those who do not have email we should mail the same information when the newsletter gets mailed out (Charley's suggestion) I think a bill with the Program book, emails blasts and then calls for the late comers should do it.

**Follow-up:** And if we want to press folks we could keep track of who has paid (and therefore who has not paid) and send out email reminders. And when we get close we could take the list of unpaid and start calling (or visiting). Sounds like a plan.