

## FIREBELLES MEMBERSHIP COMMITTEE JOB DESCRIPTION

The Membership Chair person is a committee chair who is to be present at the Firebelles board meetings held on the first Thursday of the month, except for the months of July and August.

The purpose of the membership committee is two-fold: to retain current Firebelles members and to recruit new ones. Dues for the new Firebelles year (which begins in September) can be collected beginning the previous June meeting. Current members should be encouraged (via email and phone committees) to come to the June meeting prepared to pay their dues for the following year. Any NEW Firebelles who join at the May meeting will have their membership extended to include the following year.

After the June meeting, all members who have not yet rejoined should be contacted by email or phone by the membership committee to be reminded to pay their dues. Dues can be left at the Administration office or mailed to the membership committee chairperson. As members join, their names, addresses and phone number and birthday month are entered into Excel Membership Roster Spreadsheet. They are also listed on the Master Lunch Roster, Birthday Roster and email contact group. The membership roster is then forward to the Communications Committee, Board members and any other committees for which the list will be of value. The dues collected are given to the Treasurer as they are collected, or once a month, which ever is appropriate. They should be included with the "Revenue turn in" form (see attached)

After a NEW MEMBER has joined, an email or notecard is sent to welcome them to Firebelles. Included in the email/card the luncheon reservation policy is explained. Also included is information about upcoming events and the membership chair's phone number is offered for any questions.

The membership committee is also responsible for printing of the Firebelles roster. As soon as possible, after the September meeting the roster should be prepared and sent for printing. (to be ready for the distribution at the October meeting) We have used 49 Printing, 11806 Kemer Road, 530-885-2481. Christine is the manager. The color for the cover and number of copies is determined by the Board. MEMBERS SHOULD BE REMINDED THAT THEIR NAMES WILL NOT BE INCLUDED IN THE ROSTER IF THEIR DUES HAVE NOT BEEN PAID BY PRINT DATE. If there is any local business that has expressed interest in having their logo on the cover of the roster and are willing to contribute to the cost of printing, please contact them as soon as possible before going to the printer. Their artwork needs to be submitted to the printer. An addendum to the roster, listing new members and any corrections, is sent to the printer and is made available to the membership at the January meeting. If in any given year there are multiple NEW members or corrections after January, a second addendum can be printed and available for the May meeting. Rosters that have not been picked up by the February luncheon meeting should be delivered to the members or mailed.

Permanent magnetic nametags are provided each Firebelle and must be ordered for every new member. This is also a function of the membership committee. The cost of the nametag is paid by the Firebelles. If replacement is necessary, the cost is the responsibility of the member. We order these nametags from Combie Trophy, 268-8350 or email [combietrophy@sbcglobal.net](mailto:combietrophy@sbcglobal.net) Attn: Regina. At each meeting, the membership committee greets members and has available the nametags and rosters which have not yet been claimed, as well as temporary name stickers for those who forgot their nametag or for guests. Guests of course should be encouraged to become members! Payment for the badges is to be submitted to Treasurer attached to "Request for Payment" form (See attached)

There is to be a line item in the annual budget for costs relating to membership committee. It has been \$75 in the past, but is subject to change by committee or Board. This is to cover the cost of mailing the Rosters to those who are unable to pick them up at the luncheons and any other miscellaneous items needed by the membership committee. Any requests for reimbursement are to be made on the "Request for Reimbursement" form with receipt attached. (See attached)

Computer skills are a must of Membership Chairperson (or computer literate spouse is very helpful). Good record keeping and communication skills are essential but not difficult. Keeping the roster up to date and relaying the information to the other committees and the Board is of the utmost importance.

The best advice is to recruit members early, and keep your member roster, lunch roster, birthday list and email contacts up to date.

Revised 4/16 Sharron Eastman