



DWC Membership Chair

The Membership Chair will ensure the Membership Application Form is available on the Club website and bring printed copies to each luncheon, to be given to members' guests.

The Membership Chair shall send out reminder notices to all members as to when annual membership dues are due. The goal should always be to retain our members.

She shall maintain an Excel database of all members including Member name, Member address, Member email address, Member phone numbers, Member birthday: month & day, and Date member joined the club.

The Membership Chair shall also maintain the Membership Book, and update as new members join the Club, or change contact information. She shall include information, as appropriate from the new member's Membership Application. The Membership Book shall be posted on the Club website and shall be sent to members in August and January.

The Treasurer shall notify the Membership Chair, Newsletter Chair, and Corresponding Secretary of new members by email with an attachment of the Membership Application. The Membership Chair or Corresponding Secretary will send a "welcome note" along with the Club Overview.

The Treasurer shall also notify the Membership Chair of membership renewals, which will be updated on the Membership List.

On the first Monday of each month, the Membership Chair will Reply to All to the President's Agenda email and send a PDF copy of the current Membership List. By using "Reply to All" the Membership List will go to the Executive Board and Governing Board members.

On the third Monday of each month, the Membership Chair will send the Newsletter Chair an email with new members for the month and birthdays for the month to be put into the newsletter and announced at the next luncheon. This should be in Word format.

The Membership Application Form will be reviewed on a regular basis for any revisions that need to be done. All changes to the form will be approved by the Executive Board. The Membership Chair shall report to the Executive/Governing Board the current membership, additions, any unusual changes in membership and any negative feedback regarding member resignations.

Other areas of responsibilities include:

- Reviewing the monthly general meeting luncheon RSVP list to obtain names of those guests who have indicated they will be attending the meeting.
- Introduce and greet all guests at meeting and give them a membership application.
- Review member distribution list for:
 - New members whose names are not on the list
 - Former members who have resigned but names are still on the list
 - Incorrect information (spelling of name, contact information, etc.)
- Introduce new members at every monthly general luncheon meeting and announce monthly birthdays.

- Collect all new member applications along with checks; submit checks to Treasurer.
- Keep Newsletter Chair & Reservations Chair informed of the current and accurate membership roster so that they can have the most current email distribution list of all members.

All members are encouraged to invite guests to the general monthly meetings, as this is an ideal way for them to get to know other members, learn about the Club, and hopefully join the club. All members should be considered as 'ambassadors' of the Club by helping to 'spread the word' and by bringing in new members.