

MEMBERSHIP COMMITTEE

PURPOSE: The Membership Committee is responsible for facilitating membership renewals, ensuring that member needs are met, and soliciting new members of the Colorado Municipal Clerks Association.

RESPONSIBILITIES:

1. Notify members of renewal between December 1 and December 31.
2. Prepare and mail membership certificates to all renewing members as of April 1. (May be included in the same mailing as the directory)
3. Make follow-up contacts with members who have not renewed as of April 1.
4. Conduct intensive membership drive during April/May.
5. Print and distribute membership directory no later than June 30.
6. Develop and distribute new member information packets for first-time persons holding memberships.
7. Review, at least annually, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.
8. Interact with the web committee and Kathy Barta regarding access of membership information on the internet.

NUMBER OF COMMITTEE MEMBERS: Three. This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee. The Chair will delegate specific tasks or areas of responsibility to each member. District representatives may be used to assist in the recruitment drive.

REPORTS REQUIRED: Written reports are created for each of the business meetings. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the annual conference. The President may request that the reports be provided electronically, hard copies, or both. Send a copy of all reports to the Historian for archival.

SPECIFIC ACTIVITIES:

1. Membership certificates are currently created in Publisher, but may be created in any mainstream software that allows the file to be passed to the next Chair. Certificates are to

include the President's signature, which should be electronically embedded into the document. Certificates should be mailed no later than June 30, and may be included in the same mailing as the directory.

2. Beginning April 1, contact those who have not yet renewed. Use all means of communication, including phone calls, regular mail, email, or a personal contact from the appropriate District Representative. Track and follow up on responses. This duty is ideal to be delegated to a member who is not necessarily Chair.

3. Conduct intensive membership drive for those who have not traditionally held membership, and for those who still have not renewed during April and May. This also is a good duty to delegate to a member.

4. Produce and distribute directory to all members no later than June 30. Directory should include, at a minimum, the basic contact information for each person listed in order of municipality; and a cross-reference list alphabetical by name that includes municipality and phone numbers.

5. Develop and distribute new member information packets for first-time persons holding CMCA memberships and/or new persons taking over a position. This packet of information can include the resource list, the most recent Communiqué, a directory, and anything else that the Membership Committee believes may be helpful.

6. Submit an article for each issue of the Communiqué. Include statistical data, as well as transition information. Kathy Barta will provide you with transition information as it occurs.

7. Send membership renewal notices for the next year to be mailed out in mid to late December. Update the membership form if needed, and ask the Web Committee Chair to post it on the web. Once it is available, send an email to all members using the email download option from the web. You may want to attach the membership form in PDF format to this message, as well as direct them to the web. Within one week, send a reminder by hard copy post card to all who received the email notice. For those without email, send a hard copy renewal form. Download these addresses from the web. Follow up with any members who have trouble getting the electronic form by sending it to them by fax or regular mail (at their request).

BUDGET:

Refer to current budget for committee allocation amount.

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