

Operations Worksheet 21 - Membership Committee

(Reviewed March 2013, Defer Changes pending MOAA National Changes)

The Chairman of the Membership Committee is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Chairman also attends the Chapter's monthly luncheon meetings to introduce new members and to coordinate their reception by the Welcoming Committee and the President. The Chairman will be guided by the following::

1. Be familiar with those parts of the "Council and Chapters Policies and Procedures Guide" that pertain to membership and retention.
2. Develop and implement plans for recruiting new members, to include such actions as:
 - a. Publishing membership application forms in the Chapter Newsletter (see Sample #1).
 - b. Writing letters of invitation to prospective members (see Sample #2).
 - c. Processing applications and approving new members based upon their eligibility status as outlined in the Bylaws.
 - d. Submitting applications for membership to MOAA when relevant.
 - e. Issuing Membership Cards upon receipt of initial and annual dues payments (see Sample #3).
 - f. Reporting gains and losses to the Executive Committee, and publishing names of new members in the newsletter.
3. Administer membership rolls and dues as follows:
 - a. Maintain a current membership database unless it is maintained by a Database Manager
 - b. Transfer dues received to the Treasurer.
 - c. Mail final payment notices to delinquent members.
 - d. Suspend members for non-payment of dues when approved by the President.
4. Administer name badges.
5. Publish the annual Membership Directory.

Note: The only sample letter (2.a.) in the files is one dated 1997 and obsolete.