

MEMBERSHIP COMMITTEE Guidelines

MEMBERS

Chair, committee volunteer members

PURPOSE

To support the activities of Kent Garden Club in the achievement of its goals of education and community service by the encouragement of new members and retention of current members. To help inspire all members to participate in club activities.

SPECIFICS CHAIR

- communicates with KGC Executive Board to integrate constitutional and Membership Committee goals:
 - applies KGC constitutional goals to membership committee processes and active for current members and new member applicants
 - asks for a vote of acceptance for new member applicants (contingent on third meeting attendance) at a timely Executive Board Meeting.
 - provides application copy and dues payment to Treasurer
 - note: any new members introduced in April or May are added into the MGC Spring Roster, not mailed in separately
 - announces new Active Member at third meeting
 - seeks to provide a smooth transition between new members, current members and club activities
 - reports changes in membership to Executive Board
- supports constitutional goals by providing information to members and potential applicants on the benefits of KGC membership.
- supplies the President membership information pertinent to the yearly Michigan Garden Club (MGC) Club of Distinction Award by February 15.
- maintains records on membership policy and procedure and notes changes in Position Guide
- recruits volunteer staffing for Membership Committee, as needed, and coordinates responsibilities
 - consider committee member rotation to encourage interaction of those who have differing lengths of club membership
 - consider committee members who are able to commit to regular attendance at monthly meetings throughout the year, and who can arrive at least 1/2 hour before the stated social time to set up the Welcome Table
 - committee responsibilities include, but are not limited to: staffing at the Welcome Table, guest and new member interactions at meetings and help with hostess duties at KGC social events.
- maintains schedule for monthly business meeting Welcome Table staffing (included)
 - rotates committee members to cover current member sign-in log book, guest sign-in sheet and distribution of paperwork for other chairs, activities or projects, as needed
- as needed, coordinates with Summer Picnic Host and Christmas Luncheon Chair to help
- as needed, considers a New Member Social or meets for a casual coffee to welcome new members
- introduces guests at business meetings

COMMITTEE

- encourages applications from interested prospective members

- provides insight of KGC goals to applicants and members who are willing to participate in organization and community outreach responsibilities.
- helps new members transition into the activities of the club.
- answers members' questions, as needed, and/or coordinates referral to appropriate chairs or committees.

PROCESS NEW MEMBERS

Chair will:

- follow up on any inquires via electronic communications, as requested by President
- revise and print Welcome Packet information, as needed
- use New Member Checklist to track the application process
- announce new Active Members at third business meeting. Present them with:
 - current yearbook
 - printed KGC history book
 - name tag
 - Welcome Letter (or may be mailed)
 - list of KGC Continuing Projects, including Chair contact
 - Social media privacy guidelines and Photo Release Form
 - any current information on projects, programs or activities supplied by Chairs
- welcome new members by organizing a New Member Social with President, VP of Membership and/or Executive Board when a significant number of new members join within a short time frame; or, offer to meet for a casual coffee with one or two new members at a time.
- arrange to interview and compose new member introduction paragraph and photograph for the Kent Thymes newsletter
- maintain an updated listing of all new member contact information for the current yea (June 1st through May 31st and distribute to President, VP of Membership, Thymes Editor, Yearbook Editor, Treasurer, Secretary, Hostess Chair and to any other Chairs, as requested

PROCESS CURRENT MEMBERS

Chair will:

- maintain the following membership records:
 - Sign-in log book for business meetings
 - Guest sign-in sheets for business meetings
 - Name tags for business meetings
 - Current member application file
 - Past member application file for 3 years
 - Email/mail file of correspondence from potential applicants for 3 years
 - coordinate with President and Yearbook Editor to revise, print and distribute Membership Renewal and Dues Forms
 - coordinate with President and Kent Thymes Editor to remind members of Renewal and Dues Form deadline. Email reminders are also an acceptable option.
- disseminate changes in membership contact information to: President, VP of Membership, Yearbook Editor, Newsletter Editor, Treasurer and Secretary.
- Be a resource for chairs or other members.
- send each new member an official letter of welcome on KGC letterhead paper
- Committee will:
 - offer recommendations to the Executive Board to help retain current members
 - encourage current members to interact with new members and guests
 - support all members with greeting cards, phone calls or electronic communications, when appropriate. Maintain awareness of members who may need support.
 - help remind members of KGC/MGC/NGC benefits
 - show appreciation for membership support of KGC

- help Yearbook Editor distribute Yearbooks, as needed
- assist Hostess Chair to assist with food supply at monthly meetings, as needed
- staff Welcome Table at monthly meetings
 - current member sign-in log book
 - name tags
 - guest sign-in-sheet and gift
 - Welcome Packet for guests
 - paperwork for membership projects and activities, as needed
- help with hostess duties at Summer Potluck Picnic, Christmas Luncheon or any KGC social events, as needed.
- Offer to help with hostess/welcome activities at the Summer Picnic
- The Christmas Luncheon includes a Welcome Table. Name tags are optional. Due to reservations, it is not necessary for members to sign in. It is helpful to have a committee member at the entrance to help people bring in table arrangements and guide attendees to venue accommodations.

CLUB BENEFIT

Members determine the activities of a club by their willingness to volunteer time, monetary donations and efforts. Kent Garden Club relies on volunteers willing to support its constitutional goals in order to continue to operate as a non-profit, community service organization.

MEMBERSHIP BENEFIT

Club membership affords the ability of like-minded people to enjoy each others' company while working toward common goals.

COMMUNITY BENEFIT

A robust club of willing volunteers enables KGC to succeed at various projects in the community.