

PROBUS CLUB OF DURHAM WEST

MEMBERSHIP CHAIR ROLE DESCRIPTION – UPDATED MAY 2023

MEMBERSHIP CHAIR – 2023 detailed role description

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Preside over the Membership Table at general meetings. Table is set up just inside the entrance to the meeting room. Use the MEMBERSHIP CHAIR name tag lariat.
- Place the Membership sign and suggestion box on the table in the provided stand. Provide PROBUS brochure to anyone interested in what PROBUS is all about.

MEMBERSHIP APPLICATION

- Provide information that requests for membership application are now done through our Wild Apricot system. Advise that we have a Buddy System in place for those who require assistance with computer related issues.
- If membership has reached capacity (360 Members) advise new applicants that they can be placed on a wait list.
- Annual Membership fee will be set by the Management team and will include the current cost for a name badge as set by our supplier. Payment amount will be prorated from July 1st and WA will be updated at that time.
- All membership applications are to include payment through Wild Apricot by means of a Visa or MasterCard or a debit card with the logos of same.
- Review each application to ensure it is completed correctly. If there is no Sponsor indicated, new members will be asked to show Government issued photo ID at the 1st General Meeting they attend. Part of the application process includes their preference for a pin or a magnet backing, as well as the preferred name to be used. Persons with pace makers should consider ordering the pin badge rather than the magnet badge.
- At the monthly Management Team meeting request to have the new member(s) approved...

Note: If the Membership Chair consists of two persons they only have 1 vote on any approvals and or meeting motions...

- Once member has been approved, e-mail acceptance welcome letter including the link to the most current new member's interest survey and attach the following :
 - President's Welcome Letter
 - Constitution of PROBUS Canada
 - Bylaws of PROBUS Club of Durham West

- If sponsored, **c/c the Sponsor**
- Update status in WA from pending to “approved”
- Order via email pin and/or magnet badges from **Strathcraft**.
 - Go to: www.strathcraft.com/stores/probus/. (**See Badges Strathcraft Templates**)
 - Order Badge Style A.
 - Indicate Quantity, Probus Club of Durham West,
 - Member’s Name (ensure correct spelling) and whether a pin or magnet on Backing.
 - Have badges sent to Membership Chair’s home address via regular mail.
 - Strathcraft provide an estimated delivery date and will email a request for a review of the badge names prior to making them. You must respond within 48 hours with any corrections.
 - At end of year include in order a Past President badge for any outgoing President (there no charge to that person).
- Provide the **Treasurer** with the invoice received via email from Strathcraft for payment.
- Notify the **Newsletter Editor** of new members’ names and e-mail addresses so he/she can add them to the newsletter mailing list. Use the following format: Last Name / First Name, Email... **Note:** Previous Occupation is only provided to Management Team in the updated Membership list. Any member requesting the list is not provided with the last column i.e., Past Occupation.
- Prepare a white standard envelope with the new members name on the front. Enclose their DWP badge

INTEREST SURVEY

- When response is received to the **New Members interest survey**, export the results and transfer information to the Excel spreadsheet designed for this purpose. Provide a copy to the **Activity Chair and Management Team**.
- **Activity Chair** will contact each Activity leader to contact the new members that indicated an interest in joining their activity.
- **Past President** will contact the new member if the new member has indicated they wish to join a Management Team position as “Yes or Maybe”.
- **Social and House Chairs** will follow up if the new member has indicated an interest in assisting with Social or House.
- The **Membership list** is automatically updated in WA and can be exported at any time and sorted as required. This list will be required on a regular basis for the Front Desk for members in attendance to sign in. This should be updated every 3 months and in between they should be given a list of the newest members.

GENERAL MEETING DUTIES

- The **Membership list** is automatically updated in WA and can be exported at any time and sorted as required. This list will be required on a regular basis for the Front Desk for members in attendance to sign in. This should be updated every 3 months and in between they should be given a list of the newest members.
- Provide an update at the podium of the total number of active members.
- Welcome the new members by asking the new member(s) to come to the front of the room to accept their DWP badge.
- Photo will be taken for inclusion in the Newsletter.
- Introduce Guests and indicate their sponsors. Ask them to stand and remain standing to be acknowledged.
- At the General Meeting, the front desk will identify Guests and provide them with a yellow lanyard. They will then be directed by the **greeters** to sign in at the Membership Desk where they will be asked to provide a sponsor's name or show Government issued photo ID. A temporary name badge will be provided to them. These lanyards are to be returned at the end of the meeting.
- **Greeters** will ensure that everyone entering the General Meeting will be wearing their PROBUS name badge, a yellow lanyard identifying them as a Guest or a temporary name badge if they have forgotten to bring same. Members that have been approved, but not yet received their name badge will also be directed to the Membership Desk so we are made aware that they are present and we may present them with same during the meeting. They will be asked to wear a blue "new Member" lanyard for this and as many meetings as they are comfortable doing so.

ANNUAL RENEWAL PROCESS

- In the **October or November PROBUS Newsletter**, remind members that **annual membership renewal dues will become due January 1st with the cut-off date of January 31st** at which time membership status will change to "lapsed" They will then have to rejoin as new members and pay an additional administration fee. The amounts will be determined by the Management Team as part of the budget planning process. The renewal notices and reminders will be processed through WA.
- Include a follow-up reminder in the November, December/January Newsletter.as required.
 - Any exceptions to renewals other than through WA, must be approved by the Management Team.
 - Prepare a **Deposit spreadsheet (see template)** for cheques received and provide to the Treasurer.
 - Update payment and membership status manually in WA .
- **Maintain a list of members who are not renewing** and provide this list to the Newsletter Editor. Social and Activity Chairs so that they are removed from mailing, and attendance at any events or Groups. This can be done by exporting results from WA

- **Suspend membership in WA** for members who indicated that they will not be renewing, or for whom membership has lapsed. These can then be archived in WA.
- Maintain a list of new members from January to December so that they can be notified to attend the new member welcome meeting usually held in April.
- Update the membership list as of February 1st and send to Management Team (the membership list can be sent out to Management whenever the Membership Chair feels it is necessary).