

Revised 8/13/2014 MJS & DSM

Membership Committee Chairperson(s)

A Membership Chair and Co-Chair will be appointed by the President of Kettle Moraine Garden Club. The Membership Chairs will select interested members from the current Board of Directors to serve on this committee.

Term: 2 Years

- **The purpose of the Membership Committee is to manage the recruitment and selection process of new members in the Kettle Moraine Garden Club. Committee will also oversee new member orientation and maintain contact with the Provisional members during their first year of membership.**

The Membership Chairpersons are responsible to:

- 1. Implement Goal #2 of the Strategic Plan; see attached goal with all action steps**
2. Hold and conduct membership committee meetings as needed.
3. Distribute a Membership Application form along with two informational forms (one for candidate and one for sponsors) to the general membership for proposing new members to KMGC. All KMGC members shall adhere to By-laws for sponsoring new members. **See attached forms.**
4. Work with Communications officer to get Membership Application and two informational forms in "Members Only" section of website.
5. Follow-up with interested persons who fill out a "Contact Us" form" on KMGC website; answer their questions about KMGC and discuss membership qualifications if they have interest. "Contact Us" information will be provided on a timely basis by Communications Officer who maintains website.
6. Recommend KMGC members do the following: when they receive membership inquiries from "qualified persons" they do not know well, they shall give these names to the Membership Chair for follow-up. If these persons are found to be "highly qualified and highly interested," club member sponsors will be sought.
7. Encourage and promote the diversity of candidates for membership (age, gender, minority)
8. Communicate the approximate number of new member openings to the general membership in the September and October Newsletters. Members are directed to KMGC website for Application and forms. Deadline for sponsors returning completed application with letters is **November 1 of each year.**
9. Receive applications with only two letters of recommendation: one from the Primary sponsor and one from the Secondary sponsor

10. **After November 1**, the Membership Committee meets to review all applications and discuss candidates. Committee checks that Primary and Secondary sponsors are in accordance with by-law rules.
11. Compile a written summary of qualifications of proposed members with names of primary and secondary sponsors. This summary should be sent out to the Board of Directors **one week before a “separate” membership board meeting is held in January.**
12. Present candidates using this summary at this separate membership board meeting. Lead discussion and take a written ballot vote of proposed members.
13. Notify the Primary and Secondary sponsor of BOD vote.
14. Send letters to ALL applicants by **February 1** (if not selected, state they can apply next year).
15. Give new Provisional names and all contact information on new member application form to Vice President for the Directory by **February 1.**
16. Plan a new member orientation program held immediately after the **April Board Meeting** for the Provisional members to attend. Primary and Secondary sponsors are to be “mentors” to their respective new member.
17. A list of new provisional members should be included in the mid-winter newsletter.
18. Introduce Provisional members at the **first general meeting in April;** arrange to have a photo taken.
19. Maintain contact with all Provisional members during their first year
20. Recording Secretary will keep track of attendance and inform Membership Chair of any Provisional Active or Active member who have 3 unexcused absences. Membership Chair will call these members for a status update and discuss their membership going forward.
21. Membership Chairman will be notified by Treasurer of any member who is delinquent in their dues requirements; however, the Treasurer will be the one to contact member about delinquent dues.
22. All membership candidate information shall be “kept confidential” except by request of the Board in reviewing membership status.
23. Attend monthly Board meetings as necessary.
24. Maintain an organized binder (or separate titled folders) of information that includes meeting information, all annual applications, summary report of applicants, and a written record of all primary and secondary proposers for each year.

Membership Chairperson should remain current by:

- Attending any meetings arranged by GCA national committee in Zone XI regarding membership process in other clubs
- Reading information on GCA website, e-news, and GCA Bulletin