

These are suggested duties for the membership chairmen on both the section and the chapter level I don't want to make them too long and detailed (might scare people away) but I do want enough in there to give membership chairs some good direction*

I would like to include these duties in the booklet we are producing:

"99s R & R - A handbook on recruitment and retention of members"

Note: The following list of duties is only a guideline. Each chapter or section may delete or add to this list as they feel necessary.

DUTIES OF MEMBERSHIP CHAIRMAN – SECTION

1. Maintain contact with all Chapter Membership Chairmen in the Section.
This can be done via an e-mail broadcast, snail mail, or telephone.
Contact at least 4 times a year
Ask for feedback from each chapter.
2. Monitor Section and Chapter Membership Reports that are mailed from Headquarters
(twice a year)
3. Monitor "Member-at-Large" list for the Section on a monthly basis.
Contact members whose due dates are coming up or have expired.
Encourage "Members-at Large" to join a near-by chapter.
Whenever possible contact "Members-at Large" so they feel connected to the organization
4. Attend Section Meetings and give a report on membership
Hold a workshop with Chapter representatives as needed
Give written copy of Membership Report to Section Secretary
5. Write a regular column in the Section newsletter
Include photos and information about new members
6. Submit changes in member information to headquarters as needed.
7. Use the printed Membership Directory and the Web Page Directory as resources.
8. Assist Chapter Membership Chairmen and International Membership Chairman as much as possible

DUTIES OF MEMBERSHIP CHAIRMAN • CHAPTER

1. Keep an updated roster of chapter members
This can be the list mailed out each month from headquarters or the list that appears on the web page.
Create a directory just for your chapter, update as needed, and give a copy to all members.
2. Compile a list of potential members and update as needed
Use this list to invite potential members to events
Mail information packet and other material periodically, such as complimentary newsletters
3. Check the monthly membership reports from headquarters:
Contact those whose membership is about to expire
Look for discrepancies in member information
Notify headquarters of necessary changes

4. Have a supply of application forms and brochures to give to prospective members
(these are available at no charge from headquarters)
Chapter may want to produce their own brochure with information specific to their chapter or assemble "New Member" packets of information.
5. Screen all new application for completeness
Set up a system that requires all new applications to come directly to Membership Chair
Determine applications are complete before sending on the headquarters.
Check with new members a few weeks after sending application to be sure they have received their new member packet from headquarters (membership card & pin, directory)
6. Plan activities that will introduce potential members to the 99s.
7. Keep in contact with all chapter members, especially those who are not active
Contact can be via phone, notes, visit
Enlist help of other chapter members
8. Use the printed Membership Directory and the Web Page Directory as resource:
9. Give Membership Reports at Chapter meetings as requested by Chapter Chair
Have a sign in sheet at meetings' distribute new member packets
10. Write a bio on new members for Chapter newsletter, include photo and contact information
11. Encourage all Chapter members to help with recruiting and retention of members. Give recognition to those who bring in new members. Keep enthusiasm up in Chapter with interesting meetings and flying events.