

Membership Committee Structure & Tasks

Chairperson:

Tasks:

- Appoint committee members
- Organize and **preside over** periodic committee meetings
- Alert Club Secretary of **committee** members attending **monthly meetings**.
- Formulate Plan of action for Committee
- Communication of Goals & Results
- Documentation of policy & procedure
- Successor Training

Committee Members:

Recruitment:

Primary Tasks:

- Club Member Education
- Prospect Solicitation**
- Proposal Processing
- New Prospect information meeting

Secondary Tasks:

- Liaison with other Club Service committees**

Induction:

Primary Tasks:

- Gather Data** and prepare Induction Packet.
- Preside over induction of new members**
- Give Charge Speech at Induction
- Input information for Club & RI Directories**

Secondary Tasks:

- Preside over new Member Red to Blue Ceremonies.**

Membership Development: Joel

Tasks:

- Assign, Instruct, Support Mentor
- Facilitate new member Bulletin Notice**
- New Member Committee Enrollment**
- Orientation & Education Information Sessions
 - Policy & Procedures
 - Service Opportunity
 - History & Traditions
- Track New Members / Prospects Progress

Retention:

Tasks:

- Rotary Fellowship activities:**
- Family Involvement:**
- Attendance Remediation:
- Tracking Progress of new members:**
- Organize** Membership Moments **at Club meetings**

Maintain and distribute Club organization chart
Facilitate printed Club Directory