**Open Gate Garden Club**

**Membership Procedure/Job Description**

* Before September meeting receive all supplies, a digital copy of membership, and a paper copy of entire membership indicating who still needs a yearbook.
* Continue to distribute yearbooks as necessary to members who have not received yet.
* During the year, distribute new Membership Applications as requested.
* Prior to April, update the Membership Application.
* Email the new Membership to the Newsletter Chair and have it attached to the March minutes.
* Be present (or arrange a substitute) at the April meeting to collect any membership applications. Also have extra paper Membership Renewal Applications at this meeting.
* Begin and maintain an electronic spreadsheet of renewing members.
* Be present at the May and June meetings to collect applications and provide paper applications as requested.
* Bring home the name tag boxes after the June meeting.
* In June, contact via email or phone non renewing members to assure that it is their intent not to renew. After to 2 attempts with no response, they will be removed from the member list.
* If at that time, there are still openings, have the Social Media chair put opportunity for membership and a Membership Application on the appropriate social media and send this to the Tri County News.
* Give the spreadsheet with all renewing and new members to the Yearbook Chair no later than July 15th. If new members join or old members renew after that date, immediately send info to Yearbook Chair. Any renewals or new members after July 31st will not be printed in the yearbook.
* Attend (or arrange a substitute) the summer potluck and assist the annual Yearbook Chair distribute yearbooks to those present.
* Review the contents of the three membership name tag boxes to assure all members have a name badge.
* Make a name badge for all new members and for those renewing members who do not have a name badge.
* The UPS store on Silver Parkway has a template for the badges. They need a spreadsheet with the names of those who need badges and also will make membership cards for the same names.
* Give the updated boxes of membership badges to the oncoming Membership chairperson, along with any supplies, including materials for new badges.
* As new members join during the year update the membership list and distribute to Newsletter chair and President.
* Email a copy of the final membership list by August 31st to the Yearbook Chair, the President, and the Newsletter staff.
* Call for mentors and arrange a meet and greet with new members.