

High Desert Corvette Club Membership Chairperson

Thank you for volunteering to be the Membership Chairperson for the club. You will play an important role in making our newest members feel welcome and well informed.

As you read through this, please remember these are only guidelines, and a report of what your predecessors have experienced. If you find something to modify, delete or eliminate, please bring it up at a meeting and see if a solution/decision can be found. Remember at the end of your term, you will have the opportunity to modify these guidelines to reflect your experience.

The Membership chairperson can be relied on by the club President to introduce any guests and new members at the meetings. To help in this task, make a point to introduce yourself to any new faces you see, writing down their names and any pertinent information you learn while visiting with them. Then when you are asked to introduce them, you will be able to say a few things about them, or you can ask them to describe their Corvette etc.

When you hear someone is interested in the Corvette club tell them about our monthly meetings and direct them to the website as a resource for club information.

Membership Chairperson duties:

1. **New Members:** Provide all new members with New Member Application form. When dues are paid, order club name tag/s (currently All About You Engraving Redmond). When you receive their name tag/s make a new member packet providing; Welcome letter, Name tag wearing protocol, Caravan driving protocols, and the HDC car cling. You may need to send this packet, if the new member does not come to an event or meeting for a month or more. Any additional information you can give new members is helpful. Advise them to use the website as a resource for Calendar of Events/Activities, and Newsletter.
2. **Club Roster:** Club member roster/directory needs to be maintained/updated on a monthly basis, or whenever a new member or current roster information changes. An updated roster should be sent out to all members on a quarterly basis. The roster should be sent by BCC and as a PDF with Birthdays and Anniversary dates hidden. Also, a separate complete roster needs to be sent to the Club Eboard members, Activities, Sunshine, Website, and Newsletter volunteers. Any Club member information changes need to be updated on the original application and Club roster.
3. **Email Distribution:** The Membership chairperson should maintain an email distribution list of all current members on the Club email. A separate email list for; President, Vice President, Sunshine, Activities, Website and Newsletter should also be maintained to update those members when a change occurs in the interim of the quarterly roster distribution.

If you have questions or problems, please contact prior membership chairpersons or your E-board. Please remember at the end of your term to provide any updates of this information to the outgoing President two weeks prior to the End of Year Banquet. That provides enough time to update the President's book before giving it to the incoming officers.