

Membership Project

As authorised (12/9/2013) this project will be led by the President and will have these aims:

1. maintain accurate membership database that records all members;
2. continually improve communications with members.

Task	When	Outcome
Review database and establish by members.	Monthly	Definitive database maintained by Secretary. New members included in Secretary's report.
Reconcile with Treasury	October	Membership dues accounted between Secretary and Treasurer and reported
Recognise role of members' representatives on M'gt C'ttee.	September	Each to continually improve communications by representations to the communications sub-committee, welcoming new members, staying in touch at least quarterly with members, considering social needs of membership, encouraging involvement, reviewing satisfaction of members
Members' Representative duties	Monthly	As above by arranged roster.
Secretary issues welcome to new members.	September	The package is currently sent by the Herdens after being informed by the Secretary of new members. This duty should be shifted to the Secretary who is accountable for membership records, thus avoiding double handling.
Review welcome package	October	President to review package in consultation with Members' Representatives and Communications Sub-committee.
Analyse membership.	October	Secretary, in consultation with the Treasurer and Events Coordinator to prepare a system of analysis of membership. This should report to the management committee on total numbers of members, numbers in each category, numbers joining and leaving and on numbers attending each of the events held in the previous year.
Renewal process	May	Treasurer to review renewal process in consultation with Secretary.
Promotion for members	November	President to write to each member offering December deal for new members and encouraging gifts.
Review project	July	President to review project and report.

John Gray

President 10/9/2013