

CLUB MEMBERSHIP COMMITTEE — Mandate & Function

AREA	DETAILS	WHO
Recruitment	<ul style="list-style-type: none"> Chair coordinates process — accepts proposals & expedites application through the process, following agreed upon path described at bottom of the proposal form work with Chair to put in place recruiting program be aware of what Communications Committee is doing to inform public about T-C Rotary (membership implications) 	Committee Chair — ??????? Entire committee -- -- -- -- --
Process Oversight & Introduction	<ul style="list-style-type: none"> Once club approval is received, arrange for “Fireside Chat” (Ian Irvine or designnate) Arrange for Part 1 of New Member’s Kit to be presented to prospective member during Fireside (see contents below) maintain a consistent list of topics to be covered during fireside & share with others who might be responsible for a fireside chat with a prospective member 	??????? — oversees the interviewing and introduction of the new member ??????? – main “fireside” person
Rotary Info	<ul style="list-style-type: none"> Keep sufficient RI materials on hand to make sure we always have complete New Member’s Kits available ensure there is a sufficient supply of Rotary pins and Sponsor pins maintain committee-approved list of contents <p><u>2-part New Member Kit:</u></p> <p>Part 1 -- Blue RI folder + “Rotary Basics” and many other “general” materials about Rotary and/or about T-C Rotary Club (at fireside)</p> <p>Part 2 – manilla folder + club-specific information – website login details, club constitution and bylaws, emergency phone chain, mentoring checklist, etc. (at induction)</p>	??????? — Keeper of the Info
Induction	<ul style="list-style-type: none"> Inform all concerned; invite new Rotarian and partner Arrange for Pt. 2 of New Member Kit + pins Arrange for Rotary badges (regular & special) Coordinate with club photographer for photos and caption for paper and for website Decide on induction ceremony wording and ensure all involved know their part in it ensure the club's basic induction ceremony is recorded and available whenever we need it Supervise actual induction ceremony 	??????? (with one or more senior club members lined up as “back-ups”)

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<p>Mentoring</p>	<ul style="list-style-type: none"> • Finalize mentoring checklist and ensure enough copies are always on hand • Introduce new member to checklist and clarify process with sponsor and new member • Set a reasonable deadline for completion of checklist • Check in with and encourage sponsor and new member as necessary or advisable • Keep track of all new members and ensure each new member's checklist has been completed by agreed upon deadline 	<p>Mentoring Supervisor — ???????</p>
<p>Member Retention</p>	<ul style="list-style-type: none"> • Conduct "Exit Interviews" with resigning Rotarians • Design & institute a member satisfaction and planning process (i.e. — are you happy doing what you're doing?; what would you <i>like</i> to do next?) • Work in conjunction with executive and committee chairs with the results of this survey • Become the "Go-to Person" for members with involvement and participation issues — therefore work closely with President and President Elect • Remain aware of service and leadership opportunities <i>outside</i> T-C Rotary and guide appropriate members in that direction — area meetings and committees; district roles, etc. 	<p>Retention Chair — ???????</p>
<p>Club Fellowship</p>	<ul style="list-style-type: none"> • Remain vigilant about "tone" of the club — discuss concerns with the committee and ultimately with the executive • Put in place a program to check in with Rotarians who have regularly missed meetings — therefore, work closely with Club Secretary • Work with program chair and executive to ensure enough fellowship opportunities exist in the club • Consider instituting additional ideas that will build fellowship in the club 	<p>Fellowship Chair — ??????</p>