

## **Membership Director Position Description**

### **According to the Chapter Constitution**

*"The Membership Chairperson shall be responsible for the listing of all members by name, address, home telephone, and email. He/she will be responsible for the name tags provided to members, the yearbook distribution and membership cards distribution from I.I. Headquarters."*

The following duties and responsibilities fall to the chair of the membership committee.

The job begins early in the year with the annual membership renewal drive and continues throughout the year in various programs and projects. This description will start with the renewal drive.

### **MEMBERSHIP RENEWAL AND DUES:**

1. Coordinate with current Board in announcing to the membership that updated personal information and payment of dues for the upcoming year (July 1 through June 30.) The announcement should be made via the chapter newsletter beginning in March or April, written information reminders made available at those same months at the monthly meetings and followed up with announcements made by the Membership Chair.
2. All officers and committee chairpersons will be involved but the newsletter editor, the website master, the yearbook editor, the First Vice President (Tokyo correspondent) and Treasurer should be prepared to begin receiving the dues and the information sheets and compiling the membership roster for various needs as they appear.  
NOTE: Associate members info is not sent to Tokyo by us; the primary chapter will send it.

3. The membership chair will be listed as the recipient of all renewal forms and checks and will be prepared to accept the above and keep the original forms, copies of the checks and begin compiling the list of paid renewals immediately.
4. The checks will be immediately mailed or turned over to the Treasurer as received.
5. The chapter may choose to impose an earlier due date than the Tokyo deadline date but this needs to be well coordinated and agreed upon and announced to the membership
6. NOTE: Various parts of the information form are needed by specific officers and committee chairpersons:
  - a. First Vice President: will send personal information for new members and renewal members to Tokyo to update the records there. The Tokyo ID cards, magazine subscriptions and roster of our membership is thus established.
  - b. The financial obligation is done by the Treasurer.
  - c. The Newsletter Editor and Yearbook Editor both need complete and correct copies of the information sheets asap to set up those two editions to be ready for the first meeting in September. This may involve some additional phoning to late responders. The newsletter editor needs the email and/or other mailing info and the yearbook editor needs all info. and should be assisted by the membership editor in checking for errors before the final book is printed. This can be a late summer project that needs the attention of the membership chair.

### **MONTHLY MEETING RESPONSIBILITIES:**

The membership chair or a designated substitute should plan to arrive by 9am for the monthly meetings in order to arrange the following on the entry table:

1. **NAME TAGS:** Maintaining a set of name tags for the members (currently hand-made with names, origami pieces and II stamp and including elastic neck strings. New name tags will be discussed by

the Board and possibly replaced. Guest name tags are the same but have no origami and just the name of the guest or visitor with the designation (guest). The name tags need to be in an alphabetized system and must be handed in (or collected by the membership committee) at the end of the meeting.

2. **SIGN-IN SHEETS FOR MEMBERS AND GUESTS:** A clip board holding each set of sheets with the applicable date on each along with pens (important). NOTE: The numbers of each of the above need to be reported after the monthly meeting/program to the First Vice President and the Recording Secretary shortly after the meeting.
3. **BROCHURES AND APPLICATION FORMS:** For use by anyone interested and especially given personally to guests when applicable.
4. **FLYERS, ANNOUNCEMENTS, ETC.** Any papers, flyers, announcements of upcoming events, etc. that are provided by schools, presenters, exhibition or Sunken Garden info, etc. of interest to the membership.
5. **UNCLAIMED YEARBOOKS AND TOKYO ID CARDS:** will be available. Unclaimed Yearbooks and ID Cards will be mailed to members in November.
6. **FORMS AND CHECKS:** Be prepared to accept and safely secure any checks or application or renewal forms submitted by members.
7. **GUEST FEES:** When needed collect \$10.00 fee for guest attendance beyond first visit, which is free. Any collected cash or checks should be given or mailed to the treasurer asap.
8. This array at the entry table should be removed and taken home by the membership committee chair or designated sub.
9. **GUESTS AND NEW MEMBERS:** should be introduced at the general meeting by the membership chair. Be sure to make a list of any of these attendees and have a correct pronunciation of name and any pertinent info for the intro. a membership committee rep. should be seated near the entrance to seat and any late- comer and do a follow up at the end of the meeting for any pertinent information.

## **OUTREACH AND SPECIAL EVENTS:**

For special events such as the exhibition also for one-time events sponsored by individual schools there should always be a plan to have information available for anyone who might wish to know more about ikebana international. We can accomplish this by having brochures that provide basic information, ways to contact us and any information we have about other upcoming events. This will entail having both the program planner and membership work together to see to it that this is covered at the event both with pertinent brochures and announcements at the introductions of the program. No need to be at every event but see to it that somebody is there to cover and respond.

## **INTRODUCTIONS OF NEW MEMBERS:**

Membership creates short introductory bios with photos of new members and had them published in the newsletter. They have garnered interest and have been seen as positive.

these should be continued. It involves contacting the new member and getting permission to publish the bio in the newsletter. Most are amenable and do give permission but occasionally, a member does not want to be involved. often a member agrees but asks to see the bio before it is published. It is very important to check with them first! The photo is usually provided by the new member but sometimes can be accomplished with a smart phone at a meeting. The interview is most often done by phone and usually can easily be arranged in advance. An effort is made to vary the schools represented in the bios and should be continued. I consider the most important aspects of this committee to be the opportunity to maintain correct and updated info for and about our membership, follow-up contact with any prospective member with a friendly, interested and welcoming approach, having timely follow-up with any person who has expressed interest in our chapter, making a new member feel welcome, and somehow making sure we have a good name tag system. The current one is showing age.