

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Membership Procedure

GENERAL MEETING

1. Photocopy and put out the sign-in sheets in time for members and visitors to sign as they arrive at each monthly meeting.
2. Advise the President and Secretary by email as soon as possible after the meeting of numbers for those present, apologies, Leave of Absence (members who have been granted Leave of Absence by the Management Committee for an extended period due to illness or holidays) and the names of visitors as recorded on the Visitors sign-in sheet.
3. Scan the sign in sheets for members (not visitors) and email them to the *membership assistant* with the attendance figures (include number of visitors but not names). Also scan and email the Membership Applications (front and back) for new members inducted at the General Meeting. Make sure the Applications are signed and dated and proposed and seconded. Advise the *membership assistant* of changes to membership (deaths, resignations, transfers to Non-Active and new members for the month), as well as updated Male/Female/Total and Non-Active figures.
4. Advise newsletter editor (currently Mike Allum) of new member email addresses for inclusion in bulk emails. Keep the remaining hard copies of newsletters after the General Meeting and send a copy to those members who have lodged an apology or LOA and are not on bulk emails.

MANAGEMENT MEETING

1. Keep an accurate record of Active and Non-Active membership numbers. Report the current numbers to the Management Committee.
2. Present current applications and make recommendations to the Management Committee. Advise successful applicants on the Club's form letter. Order badge/s for them from supplier.
3. Acknowledge receipt of new applications on the Club's form letter.
4. Distribute quarterly membership reports to the Management Committee.
5. Monitor member attendance reports from the *membership assistant* and make recommendations to Management Committee where necessary. Liaise with the Treasurer regarding payment of yearly subscriptions, and where necessary bring requirements to members' attention.
Advise PSPL of additions and removals from the Active membership roll. They will send an updated membership roll which should agree with our Active members figure. They don't include Non-Active members. A month or so after we advise PSPL of new members, they will send us membership cards. Send the cards out together with a list of the companies on the Probud Member Benefits Scheme and a covering letter.

Date of Management Committee confirmation of policy: effective 1 January 2019

Who to action: Membership Officer