



STILLWATER ROTARY CLUB

MEMBERSHIP COMMITTEE

- **Membership Committee**

- **Members**

- Chair, Membership Committee (Chair)
- President-Elect
- Chair, Membership Recruitment And Orientation Subcommittee
- Chair, Membership Development And Information Subcommittee
- Chair, Membership Retention And Evaluation Subcommittee

- **Board Liaison**

- President-Elect

- **Primary Purpose Summary**

- *This Committee Should Develop And Implement A Comprehensive Plan For The Recruitment And Retention Of Members.*

- **Primary Functions:**

- Periodic Reports To Board And Club On Membership Matters
- Membership Recruitment
- Membership Orientation
- Membership Development
- Membership Information
- Membership Evaluation
- Membership Retention
- Monitor Membership Related Important Dates
- Develop Recommended Membership Related Goals And Monitor Achievement Of Established Goals
- Develop, Execute and Monitor Membership Related Action Plans
- Develop Membership Related Resources
- Ensure Membership Committee Section Of Web Site Is Effective And Current
- Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions

- **Subcommittees:**

- Membership Recruitment And Orientation Subcommittee
- Membership Development And Information Subcommittee
- Membership Retention And Evaluation Subcommittee



STILLWATER ROTARY CLUB

MEMBERSHIP COMMITTEE

MEMBERSHIP RECRUITMENT AND ORIENTATION SUBCOMMITTEE

- **Membership Recruitment And Orientation Subcommittee**
 - **Members**
 - Chair, Membership Recruitment And Orientation Subcommittee (Chair)
 - Chair, Membership Recruitment Subcommittee
 - Chair, Membership Orientation Subcommittee
 - Club Members As Assigned
 - **Membership Committee Liaison**
 - Chair, Membership Recruitment And Orientation Subcommittee
 - **Primary Functions:**
 - Overall Membership Recruitment Responsibilities For Membership Committee And Club
 - Overall Membership Orientation Responsibilities For Membership Committee And Club
 - Investigate Proposed New Members For Eligibility And Make Individual Recommendations To Membership Committee And Board
 - Monitor Membership Recruitment and Orientation Related Important Dates
 - Develop Recommended Membership Recruitment and Orientation Goals And Monitor Achievement Of Established Goals
 - Assist Club Members To Develop New Member Prospect Lists
 - Develop New Member Prospect Approach And Information Materials About Rotary And Our Club
 - Develop, Execute and Monitor Membership Recruitment and Orientation Related Action Plans
 - Develop Membership Recruitment and Orientation Related Resources
 - Conduct New Member Mentoring Worksheet On Each New Member
 - Monitor Individual New Member Assimilation And Club Involvement
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions
 - **Subcommittees:**
 - Membership Recruitment Subcommittee
 - Membership Orientation Subcommittee
 - **Important Dates:**
 - See Club Important Dates List
 - **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

MEMBERSHIP COMMITTEE

MEMBERSHIP DEVELOPMENT AND INFORMATION SUBCOMMITTEE

- **Membership Development And Information Subcommittee**
 - **Members**
 - Chair, Membership Development And Information Subcommittee (Chair)
 - Chair, Membership Development Subcommittee
 - Chair, Membership Information Subcommittee
 - Club Members As Assigned
 - **Membership Committee Liaison**
 - Chair, Membership Development And Information Subcommittee
 - **Primary Functions:**
 - Overall Membership Development Responsibilities For Membership Committee And Club
 - Overall Membership Information Responsibilities For Membership Committee And Club Including Information On Benefits Of Rotary Membership
 - Monitor Membership Development and Information Related Important Dates
 - Develop Recommended Membership Development and Information Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Membership Development and Information Related Action Plans
 - Develop Membership Development and Information Related Resources
 - Develop Club New Member Growth Goal Recommendations To President
 - Develop Annual Committee Assignment Recommendations To President
 - Conducts Classifications Survey, Roster, Review and Problem Resolution
 - Maintain and Distribute Current Member Directory
 - Maintain and Distribute Current District And Rotary International Information
 - Maintain and Distribute Stillwater Rotary Club History
 - Administer STAR (Special Training For Action In Rotary) Program
 - Administer Member Continuing Education Opportunities
 - Presents Club Program And Assembly On Membership Development
 - Plans Activities To Observe Membership And Extension Month (August)
 - Coordinate, Interact And Communicate With Other Subcommittees As Needed To Complete Functions
 - **Subcommittees**
 - Membership Development Subcommittee
 - Membership Information Subcommittee
 - **Important Dates:**
 - See Club Important Dates List



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- **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



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MEMBERSHIP COMMITTEE MEMBERSHIP RETENTION AND EVALUATION SUBCOMMITTEE

- **Membership Retention And Evaluation Subcommittee**
 - **Members**
 - Chair, Membership Retention and Evaluation Subcommittee (Chair)
 - Chair, Membership Retention Subcommittee
 - Chair, Membership Evaluation Subcommittee
 - **Membership Committee Liaison**
 - Chair, Membership Retention and Evaluation Subcommittee
 - **Primary Functions:**
 - Overall Membership Retention Responsibilities For Membership Committee And Club
 - Overall Membership Evaluation Responsibilities For Membership Committee and Club
 - Monitor Membership Retention and Evaluation Related Important Dates
 - Develop And Implement Member Retention Strategies
 - Develop Recommended Membership Retention and Evaluation Related Goals And Monitor Achievement Of Established Goals
 - Develop, Execute and Monitor Membership Retention and Evaluation Related Action Plans
 - Develop Membership Retention and Evaluation Related Resources
 - Contact Members With Poor Attendance And Participation To Prevent Disconnection With Club
 - Interact With Members Contemplating Resignation To Increase Membership Satisfaction, Achieve Member Issue Resolution And Preempt Member Resignation
 - Conduct Member Satisfaction Survey Annually
 - Conduct Resigning Member Survey
 - Coordinate, Interact And Communicate With Other Subcommittees As Needed To Complete Functions
 - **Subcommittees:**
 - Membership Retention Subcommittee
 - Membership Evaluation Subcommittee
 - **Important Dates:**
 - See Club Important Dates List
 - **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed