

Section G – MEMBERSHIP COMMITTEE

RESPONSIBILITIES AND DUTIES

The responsibilities and duties of the Membership Committee are stated in the ElderStudy Constitution and Bylaws.

The Membership Committee invites any ElderStudy member to attend its quarterly meetings.

The Membership Committee serves ElderStudy in ways described below.

1. Information Accessibility
 - a. Newsletters, rosters, registration, sign-up forms and other documents are distributed to active members. Members may receive this information electronically by designating on their registration form that they wish to “opt out” of USPS mailings. Members may choose to receive information by USPS.
 - b. Newsletter – A newsletter is published five times each year: October, December, February, April, and August. Copies are posted on the ElderStudy website and on the Bulletin Board. The Newsletter Editor serves on the Membership Committee. (See Appendix G#1.) In 2012 the U.S. Postal Service granted nonprofit mailing rates for the newsletter. Members who do not renew by September 15 will not be listed on the membership roster and will not receive ElderStudy information until they renew for the current year.
 - c. Web Page – ElderStudy has a website (www.elderstudy.com). The Webmaster maintains and updates the website as needed. (See Appendix G#2.)
 - d. Telephone – The ElderStudy voice mail is checked regularly by a Committee member, and messages are relayed to the appropriate party. (See Appendix G#3.)
 - e. Bulletin Board – A Bulletin Board is maintained in the main ElderStudy classroom and is updated regularly by a Committee member. The current ElderStudy schedule, newsletter, and appropriate announcements are posted. (See Appendix G#4.)
 - f. Documents – A file with documents to be sent to new members (and existing members upon request) is maintained by the Committee. (See Appendix G#5.)
 - g. Print – ElderStudy information is prepared in print form for distribution to libraries and other venues to inform the community of our program. (See Appendix G#6.)
 - h. Community Contacts – ElderStudy information is provided to a variety of community organizations and calendars. Printed information is prepared and distributed as needed.
2. Membership Processing and Recordkeeping
 - a. Types of membership
 - i. Regular – Regular members are those members who register and pay dues each year.
 - ii. Honorary – UMW faculty members, upon their retirement, are invited to accept an honorary ElderStudy membership. Honorary membership is renewable each year. (See Appendix G#8.)

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- b. Renewals – Membership is renewable yearly. Renewal forms are sent to each member in August. (See Appendix G#9.)
 - c. New Members
 - i. Welcome packets – are provided for each new member. (See Appendix G#10.)
 - ii. Introductions – new members are introduced and welcomed at ElderStudy events and classes. (See Appendix G#11.)
 - d. Nametags – Temporary nametags are issued to new members and included in their Membership Packet. Permanent nametags follow. New members receive their permanent nametag as part of their membership fee. A replacement nametag is paid for by the requesting member. The replacement cost is determined by the Committee. (See Appendix G#12.)
 - e. Roster – ElderStudy maintains a roster of all active members. The current roster is distributed in October to active members according to their designated method of receiving information. Updates are sent electronically on a monthly basis. The roster is for ElderStudy official use only and is not to be used otherwise. (See Appendix G#13.)
 - f. Remembrances – As appropriate, a Committee member sends get-well or sympathy cards to ElderStudy members or to surviving family members. In the case of a member's death, a plant, other remembrance, or modest monetary donation may be made to an appropriate charity if that is the family's preference. (See Appendix G#14.)
3. Events
- a. Social events – The Membership Committee organizes social events at the request of the Board of Directors. (See Appendix G#15.)
 - b. General Membership Meeting Refreshments – The Membership Committee arranges for refreshments at General Membership Meetings. (See Appendix G#16.)

ADDITIONAL DUTIES OF THE MEMBERSHIP COMMITTEE CHAIR

1. Attend, when practicable, all meetings of the Board of Directors and all General Membership Meetings. When unable to attend, the Chair shall attempt to find a committee member to attend in his/her place.
2. Provide a report of the Membership Committee's recent activities for each Board Meeting.
3. Attend, when practicable, the Administration Committee meetings, of which he/she is a voting member with full membership privileges.
4. Provide an article for each of the ElderStudy newsletters.
5. Set the dates for each of the Membership Committee meetings, ensuring that they are scheduled at least a week in advance of the Board Meetings.

SAMPLE FORMS, LETTERS, MEMBER INFORMATION

The Table of Contents lists numerous other documents helpful to the Membership Committee. These documents appear on pages Appendix G-9 through Appendix G-21.