



## THE PROBUS CLUB OF BURLINGTON LAKESHORE

### **Membership Committee Chairman:**

1. Attend the Management Committee monthly meeting.
2. Be available at a table at the rear of the room for members to ask membership questions, discuss membership with guests and for whatever else is required in membership. (Time estimate: 2 hours per month)
3. Encourage recruiting of new members as determined by the President and Management Committee, limited by the cap on membership (currently 200). (Time estimate: Variable)
4. Keep the club roster updated as to new members and any deletions on a monthly basis. Advise the Management Committee of any changes and provide e-mail copies to committee members. (Time estimate: 1 hour per month).
5. Review and update the Club's application for membership routine from time to time.
6. Keep the Management Committee abreast of new applicants and applications. Time estimate: 1.5 hours per month).
7. Prepare new member induction kits. (Time estimate: 2 hours per month).
8. Introduce new members to the membership at the general meeting.
  - Contact new members and confirm their attendance at the meeting
  - Inform them that they will receive a welcome package and will be requested to give a brief commentary on themselves, (1 - 2 minutes). (Time estimate 1.5 hours per month)
9. Perform telephone duties when necessary, such as cancellation of a meeting.
10. Provide a bio of new members to the Hi-Lites editor together with a photo. (Time estimate: 0.5 hours per month).

11. Assist with the annual collection of membership dues. (Time estimate: 10 hours annually)
12. Order membership pins, name tags, tribute awards as required. (Time estimate 1 hour per month)