Membership Chair Position Description SIR’s Branch 37

Position Responsibilities for Chair & Assistants Date 03/03/19

New Membership is the life’s blood of our organization. This committee is designed to expedite the new membership process from the time a prospective new member arrives as a guest at our luncheon meeting up until and including his introduction to our membership. In addition, this committee will monitor each member’s luncheon attendance record for compliance with SIR Rule 100.

It is important that both the Membership Chair and Assistant Membership Chair attend all Monthly Luncheons and BEC Meetings. Arrive early at our Luncheon Meeting, between 10:30 and 11:00am.

**MEMBERSHIP CHAIR**

1. Receives all completed/signed applications and gives them to the Assistant Membership Chair.
2. Maintain and appropriately distribute New Membership/Application Packets to sponsors and/or their prospective new members.
3. Receive all potential new members arriving as guest walk-ins (no sponsor) and also guests with sponsors, as all are directed to him by our Greeters. Discuss the SIR organization and review the application in the SIR Application Package with them.
4. Ask if they are interested in completing the application at this time. If they have no sponsor, act as their sponsor on the application.
5. Identify individual interests and, if they have no sponsor or anyone else to sit with at the luncheon, find a suitable table with Sirs who have common interests.
6. It is important that prospective new members never be left unattended. They must always feel welcome, important, and appreciated. But for them our organization does not exist.
7. Guest cards, received from the Greeters, assures that all Guests are properly directed and can also be used for future follow-up purposes.
8. Upon Big Sirs’ request at the luncheon meeting, introduce Guests and their Sponsors to our general membership followed by New Member introductions. Present Membership certificate to the new members and ask them to say a few words about themselves.
9. Once the new members have received his Membership certificate, his sponsor may request a voucher for reimbursement for the guest luncheon expense he incurred, if appropriate.
10. After luncheon email Big Sir with Guests, Sponsors, and New Member names for his Big Sir Corner (cc the Attendance Chair)
11. After luncheon, within 10days, email the Bulletin Editor with New Member mini-Bio for publication.
12. Estimated 5 to 6 hours of work at home each month.
13. Attend membership related meetings arranged by Regional Director and/or Area Governor.
14. Upon receipt of the Absenteeism Data Analyst’s Monthly report, monitor it for member compliance with SIR Rule 100 following the Branch 37 Attendance Action Flowchart (copy attached) and make recommendations as needed to the BEC. Based on information from the member make one of the following recommendation:
	1. Continue to monitor the members future attendance
	2. Recommend the member be dropped
	3. Recommend the member for Emeritus status. Branch Emeritus status could be extended to members who have been in SIR for at least 10 years and have made contributions to the club but can not attend the monthly meetings for reason of health, caregiving, or being unable to drive.

i. Note that wording "made contributions to the club" to be vague on purpose so the BEC could decide that on an individual basis.

**ASSISTANT MEMBERSHIP CHAIR**

1. Perform the duties of Chair in his absence. Ask a BEC member for help if you need it.
2. Email the completed and signed application, with assigned member number, to the BEC for their review prior to the next BEC meeting.
3. Once new members are approved by the BEC, prepare New Member Packets and Name Badges. Contact the new members and ask them to attend our next luncheon, if possible, for their new member introductions. They should arrive early for the meeting to receive their Name Badge and New Member Packet, which includes our Roster, current Bulletin, Rooster Lapel Pin, and SIR Literature.
4. Then prepare a list of new members attending our next luncheon meeting and give a copy to the Greeters.
5. At the pre-luncheon meeting, make sure each new member has a suitable table at our luncheon, either with their sponsor or with other Sirs who have common interests.
6. Estimated 1 to 1.5 hours of work at home per new member.
7. Maintain binder of Active Members.
8. Per Monthly Bulletin request, receive calls re member changes in address or to the member data changes, withdrawing, or report of a deceased member. Report any changes to the necessary parties.