

Membership Committee

Purpose and Duties: Membership shall recruit and orient new members to the organization, maintain membership rolls, and respond to member inquiries concerning membership issues.

Database Procedure:

- Maintain an up-to-date membership database by continually entering new member information, as it becomes available. Information may be retained from Acteva and put into an Excel spreadsheet (to be known as the 'Database')
- The database should include information on dual membership status for voting purposes. This information may be required for voting meetings and Elections at the June meeting.
- Supply various committees and Board members the specific information they require from the current database, upon request.
- Provide the Webmaster with name, email and certification changes received from members so that the online member list (directory) can be maintained.
- Provide the Webmaster with name and email address changes received from members for the email distribution list (MailChimp).
- Email the national office's Director of Member Services a current listing of members twice a year (during the months of October and April), and cc the AC President.

Processing New/ Renewing Members:

- Towards the end of the membership year, approximately mid-April, it is the Chair's responsibility to update the membership applications and send out renewal notifications. Membership Chair may want to seek feedback from the Board about any changes they may want to add to the membership form. Work with the Webmaster on posting the current application on the website and on Acteva.
- Copy and supply various committees with current membership applications.
- Once members submit their membership, input data into the Microsoft Excel Membership spreadsheet.

- Mail out membership packets to include receipts, membership cards, and welcome / welcome back letters.

Budget / Deposits:

- Create a predicted budget for the new fiscal year and submit to the Executive Board by June 15.
- Budget items include: all duplicating costs for membership applications, letters, paper, envelopes, stamps, membership cards and receipt books.
- Collect any memberships and prepare a tally of all checks to be forwarded to the Treasurer for deposit at a schedule TBD between the two. Send an email to the Treasurer and include the check tally as an attachment.

InTouch Report:

- Submit a Membership report and list of new members to the Publications Chair at each General Membership meeting for inclusion in the next issue of InTouch.
- Prior to Deaf Awareness Day (DAD) request Webmaster set up promo codes for half off member price for “new/first time” members in Acteva.
- During DAD, provide an up-to-date list of current members for the booth in order to verify membership status.
- Submit membership lists to the PDC or other Chair who is providing discounts to Members for workshops in order for them to verify membership.