



## Position Description

### Position Title

### Membership Chair

### Position Description - general

#### **Membership activities require at least two people – both at the meetings and in general.**

Working under the guidance of the club bylaws and PROBUS Canada Constitution

- Ensure current membership list and attendance list are up to date.
- Maintain and make available upon request application forms for new members.
- Submit outstanding applications for membership to Management Committee for approval.
- Prepare New Member Packages as required.
- Ensure and manage annual collection of dues for submission to Treasurer.
- Welcome guests at all member meetings, ensure recording of attendance at each meeting and collect refreshment fees.
- At member meetings, collect penalty fee (0.25 cents) if member has forgotten name tag (The Pig).
- Ensure ongoing supply of member pins and name tags. Maintain petty cash float.

### Position Duties

- Maintain a small supply of the following documents:
  - Membership Application, By-Laws, Constitution, List of Officers & Committee Members, Guest Sign in sheets, Guest List sheet for President to announce at start of meeting and Attendance Count sheet for President to announce after break.
- Add names to the printed Attendance List as new members join – as near as practical to the right alphabetic place.
- Update a new version of the Membership List with name, address and phone number to be ready for printing early next business year.
- Update the Volunteer spread sheet with areas members are willing to contribute to and send sheet to Management Committee.
- Attend Management Committee Meetings - you will be notified of date. Report current membership status.
- Give Treasurer any cheques or cash from new memberships.
- Report and have approved, outstanding applications for membership.
- Report names of members who have been noticeably absent and act upon Management Committee decision.
- Notify Probuzz editor of new members – name, address, phone number and areas they are willing to volunteer.

(NOTE: Since the address list is only produced annually and addenda are only produced for yourself and newly approved members, others are expected to acquire information on new members from Probuzz.)

## **Pig Money**

The pig should be emptied periodically and the money added to the pig float (which is not taken to meetings). This money can be used for minor purchases such as Guest Name labels, envelopes and receipt books. The appropriate spread sheet should be updated with all transactions. Receipts should be retained.

## **Petty Cash**

The Treasurer supplies a Petty Cash float of \$100. This money is used primarily for the purchase of name badges and large volume photocopying (e.g. done at Staples). If significantly depleted, request a cheque from the Treasurer to make it back up to \$100. Retain all receipts and maintain the appropriate spread sheet. Shortly after the end of the business year provide the Pig and Petty Cash spread sheets to the treasurer along with their receipts and ask the Treasurer for a cheque of whatever value is needed to bring the float back to \$100.

## **New Members**

- Provide “Application for Membership” form to those wishing to apply (generally after attending a minimum of 2 meetings or at the discretion of the Management Committee)
- Ensure cheque for \$60 is received with completed form (or \$40 for previous PROBUS members/transferees within the past 12 months only ,since \$20 initiation fee is not required again) (refer to By-Laws/Constitution re-reduced cost if joining Apr 1-Jul 31).
- If cash is offered instead of a cheque, make sure to issue a receipt.
- Once membership is approved by the Management Committee, order magnetic name tag from Mill Valley Trophies located on Division at Spencer St.  
info@millvalleytrophies.ca 905 372-7111
- Note – magnetic name tags should not be provided to those with a pacemaker; confirm with applicant. (a pin backing will be provided instead).
- Mill Valley requires payment when badges are picked up. Pay from your \$100 petty cash fund. If it’s a large number of badges, the treasurer can provide a cheque to the approximate value in advance of the purchase.
- Retain receipts.
- Notify new member and their sponsors of the date planned for their induction.

## **New Member Package**

- Assemble the following separately in a clearly marked envelope for each new member and give to president for presentation to the inductees at the meeting:
  - PROBUS pin (not necessary for transferees)
  - Name badge
  - By-Laws
  - Constitution
  - Current membership list (& addenda if any)
  - List of Officers and Committee Members.

Make up an information sheet to give to the President for use during the inductions.

## Annual Dues

- At 1st meeting in May - announce annual dues payable no later than August 1st. This lead time allows members who go away after the May holiday weekend the opportunity to pay their dues on time.
- As the dues are received, mark it on their entry on the Attendance List. Cheques post- dated to August 1st are acceptable. Cash is OK if absolutely necessary – but ensure you give a receipt to anyone paying this way.
- Exceptions - Honorary and Life Members do not pay annual dues (though they do pay the regular meeting fee to cover refreshments). Jamie Doolittle, now an Area Director and Treasurer for PROBUS Canada is exempted from paying dues during his three-year term from 2016/17 to 2018/19. This will be extended if he continues as a PROBUS Canada Committee member.
- Hold all dues and give monies to treasurer after August 1st - once the Treasurer has closed the books.
- Contact those members who haven't paid by end of July to confirm they are not returning, (usually about 10<sup>th</sup>).
- Compile updated Membership and Attendance lists from payment list for use in next business year.
- Send copy of new Membership List to Probuzz editor for electronic distribution.
- Have Staples (or other) make about 40 copies of the Membership List double-side, stapled for distribution at the first meeting in October to members who don't have computer access.
- Bring remaining copies of this list to later meetings so that they are available to other members if needed.

(Note - During the period of a waiting list, membership applicants may continue to attend beyond the normal maximum of three meetings with an “entry-fee” payment equivalent to the cost of dues. This payment may or may not be considered later on as their annual dues depending on the timing.)

## Pins (Regular & Special Executive)

- Ensure a suitable supply of Membership pins is on hand. Order from Reg Whynott at [rwhynott@shaw.ca](mailto:rwhynott@shaw.ca) Pins are shipped from Vancouver, so allow 2-3 weeks.
- This is usually only required once every 1 ½ to 2 years. Pins are currently \$5.50 each for up to 24/ \$4.50 each for orders of 25 or more. We typically order 25. Pins are to be delivered to the Membership Chair home address along with an invoice to be given to the Treasurer for payment.
- Order Past President pins from Reg Whynott if more are needed (only one is needed per year).  
**Note** – the President pin is handed on from the outgoing president to the incoming president.

## **Name Badges (Regular & Special)**

- All Name Badges are ordered and picked up from Mill Valley Trophies on Division St. Cobourg. They have existing templates for them all. Allow about 1 week for availability. They come with a magnetic attachment as standard but can be ordered with a pin attachment if required (eg. for people with pacemakers).
- A new member's original name badge is paid for by the club. Replacements for lost badges are paid for in advance by the member to the Membership Chair. The cost is about \$12 (as at October 2019).
- New Honorary and Life Time Member name badges need to be ordered as required.
- New President, Vice-President and Past President name badges should be ordered prior to 1st meeting in October. Give to vice-president prior to that meeting for presentation to the new executives.

**Date Last Updated**

**February, 2020**

## How to carry out the Membership Tasks at each regular meeting

Maureen & John Crofts, Membership Committee

1. We try to arrive by about 9.15am. Move the table far enough from the wall to be able to get around it and give yourselves a little more room. There should be an empty Lions provided wallet or pouch on the table. If it is not there, go to the kitchen and ask for it.
2. We bring everything in a purple plastic shopping bin. Set out the cash box and separate the \$80 float (already in the box) into the cash box slots.
3. From the black binder take out the nine page Membership List (in the first plastic pocket) as you will be using this to mark off each attendee. This list is in alphabetical order except for a few new members who have been added in at the nearest available space.
4. Set out the Welcome Sign.
5. Set out the Guest Sign-in Sheet on its clip board, the adhesive Guest Name Labels and the plastic pen holder containing pens for guest use. Members who have forgotten their Name Badge also complete the Name Labels (and give the pig 25cents).
6. Set out 'No Badge' Pig. The money in here just accumulates. You don't have to empty it.
7. As each member arrives check them off on the Membership List and take their \$5 fee. (Don't forget to check off yourselves and put your fees into the cash box.)
8. As any guests arrive make sure they sign in and complete an adhesive name badge. Also take their \$5.
9. At about 9.45am do a quick count of members and guests and provide that number to the Lions kitchen as they need this information in order to prepare the right quantity of snacks and drinks.
10. Just before the meeting starts, provide a list of guests and their sponsors to the president for announcement. (There is a special sheet for this on a separate clip board.)
11. Shortly after the meeting starts remove the \$80 float from the cash box (ideally \$20 in loonies, \$20 in toonies, \$20 in 5s and \$20 in 10s). Put this in its own Ziplock bag to be put back into the cash box.
12. Add up your remaining cash.
13. Total up the final count of guests and members present and multiply that by \$5 (or whatever the current refreshments fee is). Write up a receipt for this amount from our receipt book and put the top copy together with the amount just calculated into the Lions provided wallet and take it to the kitchen. Hopefully you will have the correct amount. If you are short (which probably means you marked someone off but didn't take their money) take it out of the float and put a note to that effect in with the float. If you are over (which probably means you missed marking someone off even though you took their money), add the extra into the float and put a note to that effect in with the float.
14. Write up the number of guests and the number of members present and give it to the president at the break. (There is a special small form for this on the same clip board as the Guest and Sponsor sheet.)
15. If anyone requests a membership form, let them know they must attend a minimum of two meetings before applying and supply them with a form from the black binder.
16. If anyone hands in a completed membership form, check they have supplied the \$60 fee (or \$40 if they are recent PROBUS members from elsewhere). The form should be scanned and forwarded electronically to the Management Committee for their review – or we can handle it when we return.
17. If it was used, date the Guest Sign-in Sheet & put it into the black binder in front of the other used ones.
18. Pack up everything and hand it on to the next people doing this job if not you.
19. **THE END**

## **Addendum**

### **Items needed for the Job**

A computer with internet access having Email, Word & Excel capabilities and a printer (preferably with double sided capability) and a USB backup device. Paper & Printer Ink (for which you can be reimbursed).

### **Items that come with the Job**

- 1, For taking to meetings:
  - a. Cash Box (with its float, a note pad & some spare pens).
  - b. Receipt Book (usually kept in Cash Box) – used when Lions Club is given the meeting's refreshment money and also when any member pays membership dues in cash.
  - c. Binder with many items including Attendee List and several other spare documents.
  - d. Welcome Sign.
  - e. Pig (for collection of 25 cents from members who forget their name badge).
  - f. Guest Sign-in Sheet (on a clip board).
  - g. Name Labels for guests and members who forgot their name badge.
  - h. Container for Pens used with above 2 items.
  - i. Clip Board with guest name sheets and attendee count sheets to be passed to the President for announcement.
  
2. For use at home, among other things:
  - a. Completed Application Forms for Current Members.
  - b. Minutes of Management Meetings & Regular Meetings.
  - c. Spare Regular & Past President Pins.
  - d. Spare Large Envelopes (primarily for New Member Kits).
  - e. Petty Cash and Pig Money (with their current spread sheets).
  - f. Old Receipt Books.
  - g. Master hard copies of various forms and documents.,
  - h. Large Envelopes containing Application Forms of Inactive Members, plus the Attendance Records and Membership Lists for all previous years.