

Club Membership Committee

Preparation

- Meet with the outgoing committee chair.
- Review your club's bylaws to become familiar with your club's procedures and regulations.
- Review your club's strategic plan and develop annual goals to support it.
- Select and prepare your committee members with the president elect.
- Create subcommittees as needed (identifying new members, retention, new-member orientation, and mentoring).

Responsibilities

The responsibilities of the club membership committee chair are listed below:

- Develop a communication plan for the year.
- Determine what additional responsibilities or duties your club has for your committee.
- Manage your committee's budget.
- Work with other committees in your club and your district committee on multi-club activities or initiatives.
- Plan and conduct regular committee meetings and activities.
- Monitor progress toward your committee goals, and report committee activities and progress to the club president, board of directors, and the full club.

The responsibilities of the club membership committee are listed below:

- Develop committee goals to achieve club membership goals for the coming year.
- Educate and train club members about the importance of recruitment and retention of members.
- Conduct classification surveys to ensure that club members' occupations and businesses reflect current business and community needs.
- Develop a membership action plan to improve member satisfaction that involves surveying members and initiating changes in response to their feedback to ensure that the club remains relevant to its members.
- Conduct club assessments to ensure that membership development and retention efforts are successful.
- Work with the public relations committee to create a positive club image that is attractive to prospective and current members.
- Sponsor newly organized clubs in your district, if applicable.

Resources

- **Membership Development Resource Guide (417)** - http://www.rotary.org/RIdocuments/en_pdf/417en.pdf
- **How to Propose a New Member (254)** - http://www.rotary.org/RIdocuments/en_pdf/254en.pdf
- **New Member Orientation: A How-to Guide for Clubs (414)** - http://www.rotary.org/RIdocuments/en_pdf/414en.pdf
- **Standard Rotary Club Constitution** - http://www.rotary.org/RIdocuments/en_pdf/constitution_club.pdf
- **RI newsletters** - <https://www.rotary.org/en/member-news/newsletters>
- **Awards** — www.rotary.org/awards
- **Rotary E-Learning Center** - <https://www.rotary.org/en/Members/Training/ForAllRotarians/Pages/elearning.aspx>

Resource Person

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