

Responsibilities of the Chapter Membership Committee

Introductions of all participants

What are the responsibilities of your position as Membership Chairs and members of the committee?

Chapter Membership Committee Folder or Notebook: Do you have one? What's in it?

Job Description: This committee shall be responsible for all membership activities of the Chapter, following the guidelines established by the Organizer. Consider assigning a committee member to liaison with:

Program Committee: Ask those members who have very limited times to host or co-host first, then schedule the remainder of the meeting hosts/co-hosts.

Social Committee: Schedule events of interest to families, children, unaffiliates, non-attending members, and even non-P.E.O.s who might be interested in membership.

Courtesy Committee: Make sure members are well cared for and loved; chapter may even consider combining Courtesy and Membership Committees.

Assist Corresponding Secretary in locating and keeping in touch with inactive members.

Annual Summaries: Last 5 years summaries of the activities and efforts of the committee.

Membership Begins With Me: Document available on the P.E.O. International website, Membership tab. Excellent overview of responsibilities and opportunities and outline of resources available to assist the committee; Hot Spot, Chapter Health, Membership Activities, New Members, Sisters in Transition and a glossary of terms we use.

The Hot Spot: A monthly Membership Newsletter for Local P.E.O. Chapters that you and your Chapter President receive. It includes: (Have examples to share with attendees) On International website, Membership tab.

Membership Moment: Share with chapter

Red Toolbox Spotlight: An activity that can be done with the chapter at a meeting or for the chapter by the Membership Committee.

Article(s) about membership related programs, activities, etc.

VIP Messaging: New information is sent seasonally from the International Membership Committee. This is shared via the OSC website and should be shared with chapters.

Lead Chapter in Membership Growth: Membership is the responsibility of the entire chapter. Inspire and lead them to take an active role; ask for ideas from attendees:

Where to find potential members?

How to spread the good works about P.E.O.?

What makes members proud to be P.E.O.s?

Give a membership report/moment at each meeting: Use the Toolbox Hot Spot

Ideas? Chapter member bios written and shared at meetings. Share favorite activities, books, colors, interests, birth places, etc.

Assess your chapter health: Are you growing or is your membership declining? Meeting attendance trends? Why increases and decreases? Are meetings all business and no social or educational/programs? What other opportunities for improved meeting attendance/involvement?

Keep list of unaffiliates and current chapter inactives: Make contact with unaffiliates in your community, invite them to attend meetings, socials, etc., and extend invitation to membership. Make annual contact with inactives: Cards, invitation to luncheon or social, etc.

Help chapter set annual membership goals: What does that look like for your chapter? Initiations, reinstatement of inactives, attract transfers, etc.

Annual membership program: Does your committee prepare an annual membership program? What kinds of programs have you offered your members? Generate ideas.

Nurture new members: How do you mentor new members? Counsel for Membership, Three Year Mentoring Program

Chapter Membership Committee Notebook: See attached