

MEMBERSHIP COMMITTEE

Approved April 22, 1994

INTRODUCTION

There are two basic objectives of the Membership Committee. The first is to perform the functions of a personnel department by suggesting a match between jobs and people. This is to allow the club to operate more efficiently and thus be able to provide more benefits to the membership. The second is to increase the retention of existing members by assisting in the dues renewal process. Increased effort placed on the first objective will result in decreased effort needed for the second. The result will be that the club should:

- accomplish the purposes for which it was formed.
- provide more information about the Bouvier.
- sponsor more activities involving Bouviers.
- open members communication lines with other Bouvier owners.

A job of the Membership Committee is to identify the talents of those people willing to work for the club and to submit the names of those talented people to the Board of Governors or to an appropriate committee chair. A result will be that persons with creative abilities will have another outlet for those abilities. The output of the club should be enhanced with this additional effort. Another result will be that those persons looking for information and activities will find them in greater abundance. A club that provides for its members will retain those members.

Normally, the ABdFC Secretary sends out membership applications on request from persons hearing about the club from various sources. The Secretary maintains the official membership list. Additions to that list are published in the Minutes of the Board of Governors Meetings. The Membership Committee sends Membership Renewal Notices to those persons whose membership is in danger of lapsing. The Membership Committee also sends out "Welcome Packets" to new members.

JOB AVAILABILITY

The first step in placing members in committee jobs is to determine what jobs are available. Each committee chair is required to keep the Secretary informed as to the names of the people on their committee. The Secretary shall send a copy of this information to the Membership Chair as soon as it is received. The Membership Chair will compile lists to identify who is filling jobs, which jobs are filled and which jobs are available.

HELP WANTED

Each June, the Membership Chair shall prepare an article for publication in the July or August issue of an ABdFC publication. The article shall contain the following information:

- A list of all outstanding committees.
- A summary of the function of each committee.
- The number of people required to work on each committee.
- The estimated number of vacancies there will be in each committee at the time of the Board of Governors Organizational Meeting.
- A plea for volunteers to work on committees. Volunteers are needed for most committees.
- A response form which members can use to indicate their preference for available jobs. The completed form is to be sent to the Membership Chair.

The Membership Chair will prepare a list of volunteers for each of the approved committees. The list will be submitted to the Board of Governors for their organizational meeting. Replacements for vacated chairs may be selected from this list. The names of the remaining volunteers will be given to the respective committee chairs. Each committee chair may select their committee workers from this list and will notify the Secretary and the Membership Chair accordingly. The Membership Chair will update the Jobs Available List.

NON-PRODUCTIVE VOLUNTEERS

Each year there are volunteers for committee chairs that are not able to perform the function for which they volunteered. In some cases, they are not provided with instructions, assistance or time tables. Others do not have the skills or equipment necessary to do the job. Still others find they do not have the desire to do the kind of work the job entails. Most of these volunteers have one thing in common: they find it very difficult to tell someone about their problems.

The Chair of the Board of Governors has the responsibility to make sure that each committee is functioning in accordance with the job description for that committee. The Chair of the Board of Governors may direct the Membership Chair to follow up on problems that are causing committee chairs to be unable to perform their assigned tasks. It is hoped that most problems will be solved amiably. However, some problems are expected to be so severe that replacement of a committee chair is necessary. Replacement of a committee chair is a function of the Board of Governors. The Membership Chair should be able to identify a willing replacement.

MEMBERSHIP RENEWALS

The Treasurer shall send a list of the members that have not paid their dues by January 1st to the Membership Chair during the first week of January. If the Membership Chair has not received either the list or a scheduled date by January 7th, the Membership Chair will contact the treasurer and request the list. The Membership Chair shall mail dues reminder notices to those persons on the list no later than January 15th. The reminder shall include the following information:

- The amount of money owed.
- Dues payments must be made to the Treasurer.

- As of January 1st, they are “Members not in good standing” and as such are not eligible to vote on any matter.
- The last date for payment without penalty is March 1st.
- The names of members not paying dues will be removed from the membership list on March 1st.
- Members not paying dues will not receive ABdFC publications after March 1 and will not receive back issues once the dues plus penalty have been paid.
- The penalty for dues payment between March 1st and August 31st is \$15.00 in addition to the regular dues which will not be prorated.
- After August 31st, a person is no longer a member and must reapply if membership is desired.
- Notified members believing their dues have been paid must contact the treasurer to correct the misunderstanding.

NEW MEMBERS

New members are those approved at the first regular meeting of the Board of Governors after their names had been published in the minutes of a Board of Governors meeting. They must be made to feel welcome and they need to be integrated into the club. They should receive a “Welcome Packet” as soon as possible after the Board of Governors approves their application. The “Welcome Packet” should contain the following items:

- A letter of congratulations for being accepted as a member.
- A Futurity Booklet and a New Puppy Booklet.
- A copy of the Rescue League Guidelines.
- A summary of Jobs and a Job Response Form.
- A membership List.

It is not necessary to include the Bylaws or Code of Ethics in this packet since they get a copy of these with their membership application.

BUDGETS AND REPORTS

Budgets and reports must be submitted in accordance with the procedures established in the *ABdFC Standing Committees, General Operating Procedures*.