

Lower CT Valley Membership Timeline

Position: Membership Chair(s)

Appointed without Term Limits

Board Member

Ongoing

- Provides Membership Directory to new members.
- Collects membership dues (with the LCV Treasurer). Mostly in summer.
- Maintains current Membership Roster and posts on LCV website.
- Coordinates with AAUW National membership renewal email reminders to branch members at renewal time.
- Submits member information for LCV newsletter. Includes new member information, renewal information and any National special new member incentives to join “Shape the Future” program.
- Actively recruit new members including promoting “Shape the Future” program at branch functions open to the public.
- Coordinates new member gatherings for new and/or potential members (once or twice annually). Provide opportunity for information and to integrate new members into the branch.
- Actively strive to maintain current members.
- Attends Board and General Meetings. Introduce new members at general meetings.
- Provide name tags at General Meetings

March/April

- Coordinate with Book Author Luncheon Committee to set up and staff Membership table at the luncheon.

May

- Updates membership application to reflect new dues established at May annual meeting.
- Posts new application on LCV website and on LCV Google drive.

August thru September General Meeting

- Updates the Branch Membership Directory
- Prints directory for distribution to renewed members at October Meeting.

November

- Distributes, mails or hand-delivers remaining Membership Director to renewed members.