PROCEDURE NAME: New Member Procedure
EFFECTIVE DATE: August 2022

Membership is open to all women residing in the Grand Haven community in Palm Coast FL and who subscribe to the rules and objectives of the club.

We are dedicated to supporting charitable, educational and civic activities that make a significant difference in the lives of residents living in our community.

Objective:

The purpose of this procedure is to explain the process for becoming a member and the steps required to set-up a new member.

Prerequisites:

Computer (desktop or laptop)
Experience in Microsoft excel or similar
General computer and networking skills

Process:

- Initial contact
  A prospective member may pursue membership in any of the following ways:
  - ✓ recommendation by a current member in good standing or
  - ✓ attend a meeting/luncheon/function either as a guest of a GHWC member or independently or
  - ✓ submit a request via the website portal or
  - ✓ contact the Membership Chairperson at *ghwcmembership@gmail.com*

- Next Steps
  - ✓ The Membership Chair contacts the prospective member and shares the GHWC information with her in the form of the Orientation Booklet and is available to answer any questions.
  - ✓ The prospective member will submit their application on-line or in person along with payment of dues.
    a. In the event that the application is submitted on-line, the Membership Chair will contact the prospective member with payment information (i.e. PayPal, mail, etc.).

- ✓ The prospective member is encouraged to complete the New Member Questionnaire. The questionnaire information is intended to determine areas that appeal to the interests of a prospective member.
- ✓ The prospective member is presented to the GHWC Board for approval at the next scheduled monthly meeting.
- ✓ When the member is approved by the Board:
  a. the member roster and the member directory are updated accordingly,
  b. a name tag is ordered and,
  c. the member's contact information is shared with the Board (i.e. Notices Chairperson, Newsletter Chair, CSPs, etc.)
- ✓ The new member will be invited to the next monthly luncheon where she will be introduced as a new member.
- ✓ At this time, the new member is welcomed to join a CSP committee of her choosing or participate in other volunteer activities.

- <u>Check List</u>
  The information outlined below is a check list to ensure that the Roster, the E-Directory and the Notices distribution lists are updated in a timely manner.

  The new member set-up process may span over several days. It is recommended that this check list is printed to serve as a reminder and confirmation that these steps are performed.

  The Roster as well as all important GHWC documents is saved on Google Drive (cloud based storage device). It is recommended that this file is downloaded to your local drive, changes get made and when done, it is uploaded back to Google drive. If you're an experienced Google Drive user, it is ok to make the changes directly on the G-Drive, just remember, that if something goes wrong, recovery of the file may not be possible.

  The documents referenced below also reside on the Google Drive and the website.

1. Print the Membership application and verify that the address listed is in Grand Haven. Only GH residents can be GHWC members.

2. Send the Welcome letter (available on-line) via email. This letter references the requirement for completing the Member Skills and Talents Questionnaire.
    a. If she did not attend a meeting as a guest and did not received an Orientation booklet, make sure she receives one
3. Add the member's information to the Roster and highlight as a new member to be approved. Indicate 'to be introduced' in the Comments column
4. Notify the Treasurer to look for a membership payment, either on PayPal or a PO Box payment (if she paid by check).
    a. Mark the date paid on the roster and how she paid.
    b. If you were given a check, fill out the deposit form (available on line) and give the form and check to the Treasurer.
5. Forward the luncheon invitation to the new member since she will not be added to the Notices distribution list until her application has been approved by the Board.
6. Order a name tag from ACME Printing. Be sure to order Magnetic or Pin-on as indicated on their application. Magnetic is usually chosen for ladies who may have a pacemaker or other heart conditions.
    a. You will need to pick–up the name tag(s) the week prior to the meeting.
    b. Give the name tag to the Greeter (at the next business meeting)
    c. Complete and submit the ACME bill and the Disbursement form (available online) to the Treasurer for payment.
7. Submit her name to the Board at meeting for approval.
    a. Once approved, add the date approved to the Roster.
    b. Add the new member information to the New Members tab.
    c. Follow up with the member regarding the Skills & Talents questionnaire. Update the Roster with this information.
8. Introduce new member at the General meeting. If a new member does not attend the first meeting after they join, introduce them at the first meeting they attend.
    a. Update the Roster by removing the 'to be introduced from the comments column

9. Be sure a picture of all new members that were introduced is taken at the meeting
    a. The picture will be posted to the website and included in the Newsletter
10. Interview the new member for an article in the Newsletter and send the information to the Newsletter Chair before the 28th of the month
11. Send all information of approved members to the Notices Chair to update the distribution list and to the Webmaster to update the e-Directory
12. File approved application and Questionnaire to the Active members book (binder)
13. Notify the Committee Chairs of the new Member's interests as indicated on the Questionnaire
14. Upload the Roster to Google Drive every time changes are made.

Amended: 12/2024
Amended: 09/2022
Approved: 6/2019