

MEMBER SERVICES

The chief function of the GAWN Member Services Chair is to welcome, retain, and serve members. Attendance at all luncheons and board meetings is expected.

Monthly Luncheon Meeting

BEFORE:

- Print and bring guest sign-in sheet.
- Bring permanent nametags. Arrange nametags for pickup by attendees.
- Bring guest and new-member blank nametags.
- Prepare first-time-guest gift bags.
- Notify board members of prospective members attending the luncheon.
- Print list of new members who joined the previous month.

DURING:

- Arrive no later than 11:00am and set up table with the following:
 - Guest registration sheets
 - Name badge book with list of current name badges and a list of upcoming orders
 - Marketing materials
 - Nametags for new members
 - First-time-guest gift bags
 - Blank nametags for guests
 - Membership info and applications
- Discuss membership benefits at monthly meetings.
- Have guests sign guest log and give them first-time gift.
- Have a list of nametag orders so members can ensure their names are spelled properly (or add their names to the order).

AFTER:

- Send personalized recruiting letter via e-mail or call potential members. Follow up to invite them to register for the next meeting.
- Keep a list of new-member signups to order nametags after the meeting.
- Call or e-mail guests and thank them for attending the meeting. Provide membership info when appropriate.
- No later than one week after the luncheon, order nametags for new members.
- Ensure that new-member nametags are picked up before next luncheon.

Monthly Board Meeting

BEFORE:

- Prepare report of new members and guests. Email to Chair by the Sunday before the meeting.
- Send list of new members to the board.

DURING:

- Present any feedback or ideas from members and guests.

AFTER:

- None.

OTHER ANCILLARY DUTIES

- Collect business cards, clip ads and media mentions of individuals who might benefit from being members of GAWN.
- Purchase supplies/materials for first-time guest gifts as needed.
- Keep a running list of potential new members.
- Keep membership box consisting of:
 - attendance folder with business cards from meeting
 - membership chair binder
 - guest log binder
 - nametag binder
 - blank nametags
 - supply box
 - pens and markers
 - nametags
 - first-time-guest gifts and supplies
 - any marking or promotional materials.