

MEMBERSHIP TEAM CHAIR RESPONSIBILITIES 6/2015

- **Set meeting times and dates** and reserve space through Cat. We met twice a month for two hours for 2 1/2 years. Once a month during the summer. Setting the next meeting time at the meeting.
- **Announcement of meetings** a week to two weeks ahead of the meeting. Also forming the agenda prior to the meeting, usually within the week. Asking team members for their contributions. Bring hard copies of the agenda to each meeting. (I did this with e-mail, but it could be done as we tried with Facebook groups.)
- Taking notes at each meeting or delegating the responsibility. Keeping a roster of who attends each meeting. Organize the notes around tasks.
- **Insuring Membership Team is publicized through regular articles in the Flame, e-broadcast notes and announcements** as needed to the congregation. (I had an article in the Flame once a month for the most part.) (No one reads the articles, not even the team, but do it anyway.)
- **Tracking need for new volunteers** on the team and heading the effort at Volunteer Fair.
- **Staying task oriented is a primary responsibility.** Too much discussion saps the energy of the whole meeting. Keeping a list of concrete assignments and time lines.
- **Keeping the team focused on involving other than team members in the tasks of the team.** (Nathan Kramer was extremely helpful every time I asked him to design a brochure or communication and he was very good at doing it.)
- **Attending Ministry Team meeting each month.**
- **Writing a summary for the annual report.**
- **Appearances at the Ministry Team Council and at the Board** for specific reasons.
- **Looking over our own new member forms and inviting new members to join the team. Ditto with frequent visitors.**
- **Contact with members who are not showing up at meetings** asking them if they prefer to participate with e-mail or are having second thoughts about being on the team.
- **Organizing regular contacts with Membership Coordinator and the team and Ministry Team Council when necessary.**