**MEMBERSHIP CHAIR**

DUTIES: NEW MEMBER APPLICATION AND ORIENTATION

1. Club Member brings guest to Rotary.
2. Membership Chair and Membership Committee will welcome guest, share information about our club with the guest's host, and give/explain the Prospective Member Forms to the guest.
3. Membership Chair or appointed committeeperson will contact the guest to thank him/her for visiting the club and inquire about the individual’s desire to move forward with becoming a member.
4. Membership Chair or Club Officer receives completed application with payment.
5. Application and payment is given to Membership Chair via email or in-person.
6. Application is sent to board for vote.
7. Once board votes, the club will be notified by the prospective member’s name being posted in the Perk for two weeks to allow opportunity for objections.
8. Should there be no objections, Membership Chair will ensure Club Secretary (Jacque Gage) processes the application and the Club Treasurer (David Ellington) will process the payment or send an invoice for payment.
9. Membership Chair will order Name Badge or other new member items (Rotary Pin, etc.)
10. Membership Chair and Club President will set New Member Induction Date.
11. Club President and Past Club Presidents (Induction Team) will welcome new member at scheduled Induction Ceremony and give name badge and Rotary pin.
12. Membership Committee will meet with the new member and their sponsor (nominating member) for a quick overview of Rotary (information in the folder) and help to get them signed up on MyRotary, join a committee and answer any questions.
13. Membership Chair will send reminder to Nominating Member to work through Mentoring Worksheet with new member and help them with their new member packet.