



Members are the lifeblood of our Rotary club; without an active, growing club we will fall short of our club's service objectives. It is a certainty our club will lose some members for a variety of reasons, people move to another city, take a different job, etc., so finding new members is essential. Keeping existing members from drifting is a key component to ensuring a healthy membership. Everyone is busy - life demands seem endless, and no one has enough time - we need to ensure that the time our members devote to Rotary is valued and valuable in the eyes of the member. To ensure a growing club membership, there are key responsibilities for club members, officers, and the membership committee.

Member Responsibilities

Most Rotarians gravitate to "their table" for lunch, which is perfectly fine, but we need to ensure we exude an open and welcoming atmosphere for prospective members, new members, and club guests. All members should ensure that they introduce themselves to each new face at their table. Members should actively seek out new members to share their Rotary story and learn more about the new member. As members, we all need to take an active role in ensuring our club membership is engaged and engaging. Some of these responsibilities include:

1. Ensuring any guest or visitor at the table has signed the meeting attendance sheet and is announced to the club when guests and visitors are recognized.
2. Advising the Membership committee of potential members (collect and forward contact information).
3. Informing the Membership committee if a member is ill or experiencing health issues.
4. Informing the Membership committee if a member has significant personal or career event (e.g., family birth, death, job promotion or honorary recognition, etc.,).

Sponsor Responsibilities

All members, whether corporate or individuals must be proposed or sponsored by an active member. When proposing a prospect for membership, the sponsoring member must:

1. Ensure each prospective member is given information on Rotary International & Scranton Rotary.
2. Review the membership expectations letter with the prospect.
3. Work with the prospective member to complete the membership form and timely submit to the Club Secretary for Board consideration.
4. Communicate with the prospect and Club Secretary/Membership Committee during the application process to ensure all parties are aware of application status.
5. Formally introduce new members to the club and ensure each club member completes their club orientation within the first 60 days of membership.
6. Be a mentor to their sponsored member, help ensure any questions the new member may have about Rotary or Scranton Rotary receive a complete and timely response.

Membership Committee Responsibilities

The membership committee oversees membership recruitment and initial engagement for the Club. Principal responsibilities are:

1. Assist members and sponsors with recruitment of prospects and orientation of new members.
2. Maintain the list of active prospects and ensure timely follow up with those prospects.
3. Provide periodic reporting on membership levels and recruitment efforts.
4. Plan and hold membership drive events.
5. Develop and maintain membership materials and recruitment collateral.
6. Distribute periodic membership communication to facilitate service engagement of members.