

SGC MEMBERSHIP CHAIRMAN

JOB DESCRIPTION

2017-2019

Marilee Ahalt, Chairman

SEPTEMBER

1. On the SGC website, change the Membership Proposal Form to have your name listed as the Membership Chairperson, etc.
2. At the Board Meeting present summer changes of Membership Status to the Board (often times done by the Treasurer or Corresponding Sec.).
3. Contact Membership Committee members to schedule a Fall meeting to review any Membership issues and names from the previous year. Also, schedule meetings for January, February and possibly March.
4. Put a notice in the October Newsletter (deadline is 9/10) to remind members to start their proposal process and of the cut off date of December 15th. The forms are on line and the sponsors should notify the Membership Chairman whom they are hoping to propose to avoid duplicates. Remind members to invite potential candidates to open meetings and the Holiday Auction Luncheon. Make announcements at Horticulture meetings where guests are not in attendance.
5. NOTE: The Proposal Form and Sponsor/Co-Sponsor letters of recommendation can be mailed via US Mail or emailed to the Membership Chairman by midnight on December 15th.

DECEMBER

1. Continue encouraging and collecting Membership proposal forms.
2. December 16th, send out emails to Proposers confirming that their Sponsor forms were received on time.

JANUARY

1. At the Membership Committee Meeting, go over procedures, bylaws and policies. Impress that all that is discussed in the Membership Committee meetings is CONFIDENTIAL.
2. Make copies of the Membership Proposal Forms and letters for each Membership Committee member. I printed these on colored paper which made it easier to collect at the end of the meeting.
3. Have Membership Committee members take a Proposed Candidate to make follow up calls to each of the Sponsors and names listed on the forms. At the next meeting they will report on what they learned.
 1. Guidelines: That Proposed Candidate is known by the names listed on the form; that they have an interest in one or more of our disciplines; and that they have worked/been involved in a garden.

FEBRUARY

1. Have a Membership Committee meeting to vote on Proposed Candidates and the 2nd year Provisionals to bring to the SGC Board's March meeting. If more information is needed, then schedule another meeting.
2. If any Proposed Candidate is not approved, notify the Sponsor(s) immediately. If there is a 2nd year Provisional who needs another year, the Provisional Chair will talk with that Provisional and possibly with her Sponsor.
3. Make a list of the Proposed Candidates approved by the Membership Committee with a short bio on each one and listing their Sponsor(s) to distribute at the March Board Meeting.

MARCH

1. At the March Board Meeting: Present the Membership Committee's recommendation of the Proposed Candidates for Provisional Membership to the Board. Present the Membership Committee's recommendation of the 2nd year Provisionals for Active Membership to the Board.
2. Check on the formal invitations stock for the Provisional Membership and Active Membership invitations to make sure there is enough. (Membership Chairman is responsible to order this and it was last reordered May 2014??) These are ordered through Sound Business Forms in Seattle (206-527-8733).
3. Update job description to put on the website.
4. Make budget for the following year to give to the Treasurer.

APRIL

1. At the Board Meeting: Bring prepared ballots for voting on Proposed Candidates for Provisional Membership. List all the candidates on one ballot. Bring the bios as you may need to read them again. Bring the prepared ballots for voting on the 2nd year Provisionals for Active Membership. List all their names on one ballot.
2. Notify any Sponsor(s) whose candidates were not approved
3. Notify Sponsor(s) of accepted candidates that the invitations have been mailed and emailed. Give them a list of discussion topics to go over with the candidates invited to Provisional Membership.
4. Notify the Membership Committee of the Board's approval or non-approval of the Proposed Candidates.
5. Start preparing the invitations for mailing (see procedure in files)
6. Prepare other materials for mailing according to the schedule (in files)
7. Eventually shred confidential information; ballots. Keep Proposal form and letters in the Membership Chairman's files

PROCEDURES FOR INVITATIONS AND ACCEPTED:

- Proposed Candidates approved at April Board Meeting
- Sponsors informed
- Membership Committee informed
- Invitations prepared
- Day 1: Invitations mailed
- Day 2: Letter from President mailed
- Day 3: Letter from Membership Chair with Provisional Expectations mailed. Emailed invitations sent to invited Candidates (we have had problems with US Mail getting the formal invitations to the Candidates). Emailed letter to Sponsor(s) on what they are to discuss with their invited Candidate BEFORE they accept or decline the invitation.

MAY

1. May 1 is the acceptance date unless otherwise noted.
2. Checks should be received by the Treasurer
3. An email to the New Provisionals and New Actives acknowledging their responses and checks is sent out. Advise the New Provisionals to save the June Annual Meeting date and time. Tell them the Provisional Chairman will be contacting them soon with details.

4. Advise the following of the results: Membership Committee, President, Treasurer and Corresponding Secretary. Give them their contact information.
5. Send short bios which include Sponsors names to the newsletter by May 10 for the June newsletter.

JUNE

1. With the President, choose new Membership Committee members. Send names to the Corresponding Secretary with date of their term expiration (3 year commitment).
2. Prepare and give a presentation at the Annual Meeting and Luncheon. Following the luncheon, the Provisional Chair send a list to each new Provisional of their class members with address, etc.
3. Usually the New Provisionals sit with their Sponsor and are seated together. The Provisional Chairman arranges this and advised the Meeting Arrangements Chairman how many New Provisionals will be attending and how many tables to reserve. Their lunch is paid for through their acceptance fee.
4. Remind the Provisional Chairman to order new name tags for both the New Actives and New Provisionals, as well as, to order corsages for both groups to wear at the Annual Meeting.
5. Invite Honorary Life candidates and advise them they will be "honored" at the Annual Meeting in June. Advise the Meeting Arrangements Chairman (Honorary Life Members do not pay for their lunches). Honorary Life certificates may be printed at Sound Business Forms.
6. Send Provisionals' names and contact information to Corresponding Secretary for the Yearbook.
7. Confirm that the Corresponding Secretary gets GCA numbers for the New Active Members.