



## TIPS & HINTS FOR MEMBERSHIP CHAIRS

- Be aware of any new first time attendees...work with your reservations team so you know ahead of time when guests make a reservation.
- If possible, contact the prospective member ahead of time and let her know you'll be looking forward to meeting her...be sure you have a membership packet ready for her.
- Make sure first time attendees are seated with someone friendly and helpful...they should also be introduced at the meeting.
- When new members join, be sure you get their names to your editor so they may also be welcomed in your next club newsletter.
- Upload their "member interests" section of your club's application to a tracking sheet (see the AzFRW website) so you can develop volunteer pools as well as getting them involved.
- Definitely consider establishing a "new member orientation" for a few minutes prior to a meeting...every other month is a good routine...and call all the new members from the past few months to invite them to come early for the orientation.
- Always have prepared new member packets with you at meetings.
- If your club doesn't currently have name tags, consider implementing them. They help everyone remember names and make new friends.
- Communicate! Meticulously track any changes of address or emails. There are 4-5 of us involved in your club's database and the smallest of errors along the way will result in your members not receiving the AzFRW newsletter, your club's newsletter, emails from NFRW and so on. If you discover an error, you need to send the info to both Mary Williams and Terrie Roberg. (Doublecheck your club Tres. Reports for her)
- Reach out to past members with a "You have been missed" postcard mailing early in the year.
- If your club is having great success with an idea not mentioned here, share the story!
- Lastly, if you ever have questions or just need help, just contact Mary Williams

