



PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN

A chapter of CREW NETWORK®

MEMBERSHIP COMMITTEE RESPONSIBILITIES

(August 17, 2015)

Goal

To increase membership

Tasks

- 1) Keep most recent membership list (provided by CREW Network)
- 2) Answer questions about membership
- 3) Reach out to people interested in membership
- 4) Communicate with committee and meet at least 4x per year in person
- 5) Delegate tasks to committee members
- 6) Review membership applications and make a recommendation to the Board for approval/rejection of membership
- 7) After approval by Board of Directors, send Welcome Letter to new member with committee appointment and copy the relevant committee chair
- 8) Submit Form to CREW Network for new member to be invoiced for dues
- 9) Be informed about category numbers in accordance with the Structures & ByLaws
- 10) Take lead in planning Membership Orientation Fair
- 11) Provide monthly committee report prior to Board of Director meeting
- 12) Provide consistent Board liaison to attend Board meetings

Timeframe

- Assist previous year committee for November and December
- January through October of the following year

Other

- Committee Chair passes all information in an organized fashion to new committee chair (suggest a notebook or binder)
- All recent information to be saved on Dropbox (log in and password to be provided by secretary or President)