

## **MnIPS Membership Committee Activities**

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Updated September 27, 2002, Bill McTeer (Add introductory paragraph)

This file contains a template description of the activities of the MnIPS Membership Committee from one person's perspective. It should be viewed as a starting point for the committee chair to organize the year's activities, not as a prescription for what has to be done. There are a number of tasks described here, but it isn't that much work if they are broken up among multiple committee members.

Meet with committee task force to decide on membership drives and needs for the year.

Contribute ideas to design for organizations marketing needs.

Maintain the member database

- Update contact information for current entries

- Add new members and interested parties

- Review layout of database once a year. Determine if organization lends itself to appropriate marketing of groups.

Mailings (email or US Mail\*)

- Write and send out welcome letters to new members

- Write and send out information letters to prospects

- Write and send out beginning of the year welcome letters to the database

- Write and send out membership survey in spring to gather information for the next year.

  - \*US Mail involves making copy of letters, buying stamps, sealing letters, adding labels, dropping at post office

Follow up on any special requests any member may have

Meet and greet people at events along with Arrangements committee

Send out dues notices at appropriate time and help to coordinate collection of dues.

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