

SOROPTIMIST INTERNATIONAL OF SACRAMENTO

Membership Committee

(A Technical Committee)

This committee consists of five (5) Subcommittees, each of which may have its own Chair. The total Committee should have a meeting at the first of the club year and then each Subcommittee can operate independently from then on with timely reports being made to the Membership Chair.

Subcommittees :

1. **RECRUITMENT AND RETENTION:** This subcommittee is responsible to actively recruit new members through active outreach into the community and fostering connections. Current members should be reminded to solicit for prospective members among their friends and acquaintances.
 - A. All aspects of recruitment and retention are covered in the *Recruitment and Retention Guide*, available from the SIA website. Templates and resources should guide the recruitment and retention plan. The plan should include conducting outreach activities to recruit career persons whose interests align with the Soroptimist mission; and, seeking members who possess knowledge and skills that would benefit the club's functions and operations.
 - B. Orientation about Soroptimist should be provided to every prospective member. This should include training about our club specifically, Soroptimist in general, and the responsibilities of membership .
 - C. Conduct the new member Induction Ceremony. The new member is presented with a folder (currently prepared by Barbara Coulam) containing the Certificate of Membership, orientation materials, a Soroptimist membership pin and name badge (pin can be ordered from SIA and name badge from the UPS store on Howe Ave.), and a presentation bouquet of flowers (can be obtained from Safeway on Alhambra).
2. **ATTENDANCE:** This subcommittee assumes all the responsibilities connected with members' attendance at meetings, and should provide a welcoming atmosphere for guests and members (especially new members)
 - A. Coordinates sending out meeting notices for in person meetings & making arrangements with the meeting place.
 - B. Receives and organizes the R.S.V.P for the meetings.
 - C. Greets and keeps track of those attending.

- D. Makes sure those who say they are attending pay for the meeting if they do not attend.
3. **HOSPITALITY:** This Subcommittee plans and executes holiday parties for members, plans and executes periodical social events for the membership, and plans and executes the Summer luncheon in cooperation with the President.
- A. Coordinates with the President and Meeting Speakers Committee to provide seasonal themed décor and/or activities at meetings, e.g., Halloween, December, Spring, etc.
 - B. Greets members and guests at meetings.
 - C. Appoints a sunshine chair to send birthday greeting cards and get well or sympathy cards to members. Coordinate flowers to be sent to ill members.
 - D. Prepares the Thought for the Day at all Business meetings, or delegates to another member.
4. **S.O.L.T.** – Soroptimist Orientation and Leadership Training – Educates the current members of the heritage, purpose, policies and programs of Soroptimist and the traits of effective leaders. A presentation should be made at each business meeting of the club.
5. **ROSTER:** This Subcommittee maintains the official roll of the membership, the printed roster (if one is maintained), and coordinates with the website chair to maintain the on-line roster.
- A. Should meet before the club year end (May/June) and communicate to members that edits to their contact information and photo should be sent to the Roster Chair as soon as possible. Meet again shortly after the new club year (July) to begin assembling the roster.
 - B. Ongoing committee work may be done throughout the year via e-mail or in-person meeting as needed to keep the roster information current.