

MEMBERSHIP OFFICER

The Membership Officer has two main responsibilities: member services and membership extension.

SERVICES - Within the club, the duties are simple:

1. Prepare (or purchase) a name badge for each member.
2. Ensure that name badges are available at each meeting, that they are handed to members as they arrive and collected before they leave. Alternatively members may hold their own badges.
3. Maintain a record of members and visitors at each meeting and advise the Secretary of those present. (It may be necessary to provide a list to the venue management if it is a licensed club.)
4. In co-operation with the Secretary and Treasurer, ensure that a complete list of members' names and addresses is maintained; and ensure that an updated copy is in the hands of the officer responsible for posting or delivering the club newsletter. (If the club distributes newsletters at meetings and mails copies to absent members, ensure that, after each meeting, a list of absentees is given to the member responsible for mailing.)

EXTENSION - For effective membership extension it is important that the club approved application form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant. It is suggested that the form should provide for information about the proposed member: date of birth, marital status (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours and awards, academic or professional qualifications.

Applications should not be issued unless the club has a vacancy for membership or has set a protocol for a waiting list. No monies should be accepted prior to acceptance of membership. The induction of a new member should be carried out with dignity and the modest ceremony befitting the occasion. A common practice is for the President to call upon the proposer to introduce the member. The proposer does so, clearly announcing the new member's name, former vocation and current interests.

The President then very briefly outlines the purposes of Probus and inducts the new member in the format recommended by PSPL, presents the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation. (See sample Induction protocol)

Develop a New Member Induction Kit that contains;

- Induction certificate
- Club Constitutional Documents
- Club Newsletter
- Active Retirees™ Magazine
- Probus Travel Insurance information
- Club contact details and time/dates of regular club activities

After induction the Membership Officer should ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that he/she meets and gets to know other members, is encouraged to join in club activities and becomes fully assimilated (refer to Membership Development segment).

Some clubs have new members wear a coloured ribbon for three months which identifies them to members as being new members of the club.