

MEMBERSHIP TASKS (adapted from Membership Management Checklist from FNPS Handbook)

Monthly (or as required)

- Check FNPS roster and reconcile with Passionflower records
 - Update Passionflower membership list* (Google Docs)
 - Update gmail contact list
- Report total membership/member numbers at Exec. Comm. meetings
- Send out emails
 - Welcome new members
 - Thank renewing members
 - Remind tardy members to renew (handwritten postcard)
 - Ask dropped members to renew (ask why they dropped)
- Recruit @ program meetings and outreach events

Annually (or on schedule)

- Compile new member list for newsletter (Mar, Aug, Oct, Jan)
- Track members with name tags
- Make membership recruitment plan and set goals
- Prepare annual membership report (numbers, goals and progress, recruitment activities, reasons dropped, reasons joined, etc.)

TBD

- Track program attendance
- Collect timesheets and report hours to FNPS
- Contact existing members
- Contact all guests that complete the guest roster at meeting
- Distribute brochures throughout the community, and keep them stocked.
- Present to community groups
- Send out membership outreach letter
 - former members
 - targeted individuals
 - relevant businesses