

MEMBERSHIP & WELCOMING

April 2007

Role: To welcome and integrate visitors to the Fellowship and facilitate active involvement of new and ongoing members in Fellowship activities.

Responsibilities:

- Recruit Greeters for each Sunday.
- Review Greeter responsibilities with individual Greeters as needed.
- Orient new members to UUFM.
- Orient youth for membership and voting at age 16.
- Follow up with visitors about upcoming activities.
- Provide information to visitors about Unitarian Universalism.
- Organize special new member activities as needed (pot luck dinner, for example).
- Organize annual or semiannual induction ceremony for new members.
- Submit new names in the guest book to the Fellowship Administrator and Minister each week.
- Send a letter of welcome to visitors who sign the guest book on Sunday morning.
- Contact inactive members as needed.
- Work with the Treasurer to review membership list each October and submit recommendation for deletions to the list based on UUFM Bylaw guidelines to the Executive committee at their November meeting.
- Work with the Fellowship Administrator to provide a membership list for signing so that a quorum can be established for congregational meetings.
- Submit membership count to the Executive Board for UUA dues.
- Work with Public Relations Chair to create and update membership pamphlets as needed.
- Maintain a supply of nametags and UU pamphlets.
- Maintain bulletin boards and lobby table.
- Post updated Bylaws and Congregational Handbook in Membership book.
- Facilitate proxy voting for congregational meetings by:
 - a. making proxy forms available 15 days prior to a meeting (obtain these from the Secretary);
 - b. receive completed proxy forms from members and validate membership of both the person giving the proxy and the person holding a proxy, using the voting member list that will be used at the meeting.
- Facilitate post-meeting postal mail voting by:
 - a. receiving notification from members that they intend to vote in this manner;
 - b. receive ballots by the second Friday following the meeting;
 - c. validate each ballot, using the voting member list that was used at the meeting.
- Attend Executive Board meetings as needed.
- Provide information about membership and welcoming activities for Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.

- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Membership and Welcoming Chair as needed.
- Transfer materials to new Membership and Welcoming Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.