

ADVENTURES IN LIFELONG LEARNING

MEMBERSHIP COMMITTEE GUIDELINES – 2013

The Membership Committee is responsible for maintaining records of members to facilitate communication; for promoting the involvement in ALL various activities; and for retaining members.

These records are maintained in the ALL Office for use by ALL members:

1. Application Form- gives name, address, phone number and e-mail address and establishes membership renewal date.
2. Membership Resource Form – is both a separate form and also part of the application form. Members list their background and experiences, special interests and committee preferences. This information is distributed to the appropriate committee and focus group chairman who invite members to join the specific group. Used by nominating committee also.
3. Membership Directory – Membership Committee is responsible for the editing and production of the directory with the help of the administrative assistant who keeps a current list of members.

Reception Desk Before Lectures – Maintained by Membership Committee members on a rotating basis to provide services to members and guest. Four to five volunteer members are needed to take attendance, welcome guests and have them sign in, assist with mail, handle payments for applications, renewals, parking permits, classes etc.

1. Payment Record Form – Is filled out by a committee member who records name, reason for payment, payment (amount) and form of payment, that is check (number), cash or credit. This form and payments are returned to the ALL office. Attendance at lectures is recorded on this form.
2. Attendance Chart – Attendance is recorded at each lecture to identify active, interested members and is used by the Lectures Committee to determine subjects of interest by attendance number. It is a resource used to provide possible committee or Board assignments. This spread sheet is produced by the administrative assistance on a quarterly basis. The chart has members renewal dates recorded.
3. Parking Permits – The permits are valid from July 1st to June 30th at a cost determined by the University. The cost fluctuates on an annual basis. This fee is paid at all times upon the request of a member for the current year with the

exception of May and June when the permit is issued by ALL for the following year upon payment for that year. Daily permits are also available.

4. Guest Information Form – Guests provide name, address, and phone number and answer the question where they heard about ALL. This information is useful for publicity and follow-up. New members and guests are welcomed before the lecture. Guests are informed that they may attend two ALL events and then ALL would like them to become members.
5. Membership Packet – The packet contains an application if it's for a guest and a membership directory if it is for a new member. In addition the current lecture schedule, the current APB, and forms for classes and trips etc. are given to each. These packets are also mailed from the ALL office if the request for information is made or a new member joins via office contact.
6. Renewal Forms – These forms are mailed from the ALL office several weeks before the due date. The form and dues can be returned to the reception desk before lectures or mailed to the office.
7. Mail –Distribution is done at the registration table before lectures to reduce postal expenses and the mail not picked up by lecture attendees is taken to the admissions office in the student center for mailing.

Meeting for New Members - Twice a year the membership committee invites the current new and interested members to an informal meeting to socialize and to learn about ALL opportunities and to have questions answered about All history, governance, focus groups and committees etc. Board members and focus group members attend to become acquainted with the new members and to answer questions.

1. Invitation Letter – Is prepared by a Membership Committee member about a month before the meeting with an RSVP and mailed by the office. The new members are called about two weeks before the meeting to a certain if they are coming, or, if not, if they have any questions that could be answered in the phone conversation.
2. Format of the meeting can be a brown bag lunch or a meet and greet with treat and/or?
3. The Membership Resource Form is distributed and collected at these meetings and the information is forwarded to the appropriate committee. The forms are retained in the office.

Annual Meeting – Membership committee members distribute name tags etc.

2/22/2018