

CCML Membership Committee

REV 1/13/2006

Bylaws:

A membership committee, consisting of a chairperson and at least two members, shall market the benefits of association membership and work to recruit and retain members of the association.

Duties List

Chair

- Serve on CCML Executive Committee and report on Membership Committee activity. If unable to attend meetings, designate representative from Membership Committee to attend and make reports.
- Ensure that nametags for each member are available for the meetings.
- Attend CCML meetings, distribute nametags, introduce visitors, report on Committee activity, or arrange for someone to do this. Notify President-Elect if someone other than the Chair will be doing this so that it will be reflected in the agenda.
- Send new members Welcome letters and invitation to submit bio for Council Quotes
- Serve as the contact person for student or librarian inquiries for mentorship / volunteer opportunities
- Compile membership information for CQ (address changes, new members, renewal announcements, etc.)
- As new members select volunteer/service opportunities in CCML, Send information to President Elect.
- Coordinate longtime member profiles in CQ
- Determine direction for the committee year
- Set agenda for the committee meetings

- Write annual report for committee activities
- Order and distribute CCML Membership Brochures as necessary

Database Coordinator

- Enter new members as they join and changes as they arise
- Send out renewal letters at the end of January (produce letters and mailing labels)
- Enter renewal changes to database (Feb-April)
- Generate directory in April
- Generate a name/email list for both Internet Coordinator and Discussion List Owner in April
- Send mailing labels to mailing coordinator on CQ Deadline date (4 times per year)
- Generate mailing labels/directory information as needed and requested throughout the year (1-2 times per year)
- Generate name tag labels as necessary