

MEMBERSHIP CHAIRMAN

Revised – July 2012

1. *Handle and process all information about members-at-large and recommend-a-friend. Print names and addresses in each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
2. *Coordinate with the current headquarters, International Council and/or State membership campaigns and any other duties that may be related to membership.*
3. *Provide membership report at any State Council or District Meetings. Give a copy of this report to the State or District Secretary and place a copy in your files.*
4. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
5. *Recognize all pledges, new members, and their sponsors at Convention at a time determined with the State President. If budget allows, a small item of remembrance may be given to the new members.*
6. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
7. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
8. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*