



## **Membership Committees: To Do List**

*Courtesy of NEWH/Dallas*

1. DEVELOPING TARGET ACCOUNT LIST - All committee members/shared
2. FOLLOW-UP WITH REPEAT GUESTS THAT ARE NON-MEMBERS / UPDATE PROSPECTIVE GUEST LIST (PHONE/EMAIL): Anne/Jennifer/Mary
3. THANK YOU NOTES TO NEW NEWH MEMBERS: Cindy/Jaye
4. ASSIGN SPONSOR/BUDDY TO NEW MEMBERS: Cindy/Jaye
5. RSVP PROGRAMS LIST TO LAURIE / LORIE: Freda
6. FOLLOW-UP LETTER TO OBTAIN LOST FUNDS FROM MEETING: Freda
7. CURRENT MEMBER LIST UPDATE WHEN CHANGES OCCUR: Janna
8. MEETING SET UP / LITERATURE, SUPPLIES, CASH, CC RECEIPTS, MISC.: Freda/Ann
9. GREETER AT MEETINGS: Pat/Patty/Jaye/Tanya/Marla/Cindy/Jennifer
10. CHECK-IN AT MEETINGS: Freda/Anne/Janna/Mary/Libby
11. MAIL OUT NEW APPLICATIONS TO PROSPECTIVE MEMBERS: Anne