NEWH Membership Goals (sample)

- Actively Recruit 30 NEW MEMBERS to NEWH this year
- Develop strategic "target accounts" to focus on membership. For year 200__, our main focus will be restaurant groups and universities (faculty/students)
- Create "E-Launch" communication to these strategic accounts i.e.: invitation to our monthly meetings, fundraiser, newsletter, etc.
- Assign committee member to follow-up with repeat non-members to join NEWH
- Assign NEWH member to each new member creating "sponsor/buddy" system. Our goal is to have new members feel welcome and want to participate.
- New Member "Greeter" at each meeting
- Advertise NEWH functions in local trade magazines/newspapers i.e.: Dallas Business Journal

RESPONSIBILITIES:

- Develop "sub-committees" to assist in membership responsibilities
- Monthly membership planning and follow-up sessions with committee members
- Participate in NEWH Board Member conference calls with other chapters
- At each meeting, showcase "NEWH Benefits" sign at check-in
- Recognize and introduce new members at meetings
- Thank you notes to each new member for joining our chapter
- Reconcile funds at end of each meeting
- Follow-up letter to guests that RSVP but do not attend. Cancellation policy is 48 hours prior to an event. Try to recoup these funds otherwise our chapter loses money.
- Compile and maintain an accurate and up to date list of all members
- Compile and maintain list of prospective members
- Present all membership applications to Board of Directors for approval
- Must have completed application with check/CC before taking to board for approval
- Forward all ORIGINAL and qualified applications and dues for membership to the NEWH, Inc. Office
- Request applications and introduction letters from the NEWH, Inc. Office to be sent to prospective member
- Compile RSVP list for monthly programs Thursday prior to meeting
- Attend monthly board meetings with updated membership status / minutes
- Copy all committee members on related emails to better follow-up on our tasks