

UUFEC MEMBERSHIP COMMITTEE POLICIES, PROCEDURES AND RESPONSIBILITIES

Committee Purpose

To increase the growth and long-term health of the Fellowship through attracting new members and to offer the benefits of a Unitarian Universalist life journey to our local community by inviting those interested into joining our community.

Achieving the Purpose

These goals will be reached by helping integrate new members into congregational life, and retaining them as active members. Committee members will endeavor to ensure that all visitors are greeted warmly and made to feel welcome by the Fellowship; to encourage those interested in joining our Fellowship, both adult and youth; to support adult and youth religious exploration, and to encourage the formation of ministerial small groups.

Committee Structure

The committee is composed of member volunteers appointed by the Chair. The Chair is appointed by the Board President and answers to the Board for committee conduct. The Minister and Board President are ex-officio members of the committee. If assigned, a Board committee coordinator may participate.

Committee Meetings

The work of the committee is accomplished by meetings called by the Chair. Meetings are generally held once monthly unless otherwise directed by the Chair. The Chair will send email reminders to the members of the meetings and any other special membership event. Meetings are open to any member in the congregation. Participation is limited to the committee members and invited participants, supporting agenda items. The agenda will be drafted by the Chair with inputs from the committee. Any other communication will be done by email and telephone contact on an as-needed basis.

Overall Responsibilities of the Membership Committee

Conduct its work in accordance with the UUFEC by-laws and as directed by the Board. Coordinate with other committees or entities within the UUFEC structure, including but not limited to the minister, office administrator, the web site manager, events scheduling personnel and the UUA and Mid-South Region regarding membership affairs.

Specific Duties of the Membership Committee

Chairperson Duties

- Notify committee members of monthly meetings & prepare agenda for the meetings; communicate by email and/or telephone as necessary regarding membership matters.
- Appoint committee persons to act as: Greeter Coordinator; Orientation manager; Inventory manager; Website and Events coordinator; Membership Roster and UU World subscription lists.
- Coordinate the preparation of the membership annual budget and submit to Finance Committee
- Prepare and manage Membership Committee activities calendar
- Provide the Board Membership Liaison a monthly report on Committee activities.
- Assist in coordinating with other committees and the Board on membership and growth issues.

Specific Duties of Membership Committee

- Coordinate Sunday greeters
- Maintain the inventory of UU FEC membership supplies & update materials used in New Member Packets.
- Coordinate with web site manager and & events/calendar manager informed of membership activities and information
- Prepare and maintain New Member packets.
- Arrange with UU FEC Administrator for "member name tags"
- Organize and facilitate New Member Orientations
- Write notes to visitors after their first visit to the Fellowship.
- Maintain a Visitor Sign-up Book and Info sheets.
- Provide name tags and for visitors.
- Attend monthly membership committee meetings & offer their ideas & skills in helping to recruit, integrate and retain new and old members.
- Assist chair in preparation of membership annual budget.
- Inventory membership cupboard supplies quarterly & let chair know reordering needs.
- Present an Orientation for new members
- Organize the New Member Welcoming Ceremony
- Maintain the Membership List and distribute the list as needed, but at a minimum, 60 days prior to Annual Meetings to be used as the list of eligible members.
- Coordinate with Finance Committee to insure bylaws Membership requirements are adhered to.