**Responsibilities of the Membership Committee**

Appoint a chairperson for the committee

Responsible for encouraging new membership, while retaining existing membership.

This will be achieved primarily from existing member referrals and working closely with the Public Image committee and its promotional activities to advertise Rotary and its values, thereby attracting public interest of potential new members. Always on the lookout for prospective members and inviting them to a meeting. Encourage members to do the same.

The Membership committee also organizes:

Rotarian of the Year – at Christmas Party

Paul Harris Evening – working with PI, Greg, Rebekah

Membership drive – Corporate and Individual

Fireside Chats where ALL members can meet with a group of existing members and ask any questions they may have about Rotary. Announce topics in advance.

Finding Mentors for New members. Ask mentors to attend Fireside Chats with new members.

Manages applications for Membership, using proper procedure for membership applications. (Approval by membership committee, then approval by executive, and finally the membership)

Keeps Membership contact list up to date, distributes to membership and posts on website

Works with Rotary International (RI) re: Paul Harris points, and awards. Order pins etc. Keep RI database up to date

To encourage retention the membership budget also has an amount for education of new and old members, in programs such as RLI Rotary Leadership Training, Conferences, district meetings etc.

At least annually inform members of varying ways of honouring other members. PH Award and other Rotary awards.