

# MEMBERSHIP DEVELOPMENT MONTHLY TASKER

## JANUARY

Develop a written Membership Development Plan that includes means to recruit new members, retain current members and visitors.

## FEBRUARY

Develop a budget. Get Board approval to use budgeted dollars for Membership Development purposes.

## MARCH

Ensure a Visitor Program is in place to include use of the Certificate of Attendance, a guest music folder, and a personal follow-up to return as a minimum. Some means to educate the prospective new member about the Society, District, and Chapter should be part of the visitor program and/or the written Membership Development Plan.

## APRIL

Be thoroughly knowledgeable of membership application forms/process and fee categories and payment options.

## MAY

Ensure Chapter meeting information is publicized in ALL available local media Calendar of Events listings. Make sure "visitors welcome" or other invitation is included.

## JUNE

Develop handouts, business cards, and other posters/flyers that advertise Chapter meeting information. Ensure all printed material includes your 501c(3) status. Encourage Chapter members and quartets to hand out these items.

## JULY

Develop a membership recognition program for current members. Use certificates of appreciation, awards for attendance, and all other opportunities to recognize members publicly.

## AUGUST

Become thoroughly familiar with Society and District websites. Keep current with and use the Document Center. Be knowledgeable of the parts of the Secretary's Manual and the Chapter Management Guide that pertains to Membership Development.

## SEPTEMBER

Monitor other Chapter Officer positions and the Director for their involvement and support of Chapter Development efforts. Correct any activity or behavior contrary to Chapter growth.

## OCTOBER

Complete the Self-Inspection Guide.