

MEMBERSHIP COMMITTEE DUTIES

Date February 11, 2009

General Overview: The Michiana Master Gardener Association (MMGA) was founded in 1996 with a purpose of providing an organization that could assist the graduates of the Purdue Master Gardener Program in meeting their annual volunteer and continuing educational hour requirements. The association also serves as a social organization with the intent of making all its members feel welcome at the monthly meetings and other volunteer and educational functions operated by the MMGA. Therefore, a membership committee and its duties will provide a benefit to the association.

Requirements: The person accepting this position must be a MMGA member in good standing and be willing to hold the chairperson position for at least one year. The chairperson should select a co-chair and as many other committee members as may be deemed necessary to meet the objectives. Committee member names, phone numbers and e-mail information will be made available to the membership via the Broadcaster and Membership Directory.

Duties:

- Request that monthly member meeting attendees sign an attendance log.
- A record of members who regularly attend the monthly meetings will be maintained by use of a spreadsheet or other means.
- Call or send a card to those regular attendees that miss two meetings in a row, let them know they are missed.
- Have greeters at the doors to welcome everyone (volunteers may be obtained via a sign up sheet).
- Send get well or sympathy cards to members as appropriate.

Overall Objective: The committee shall endeavor to make each member feel that he or she is important to the organization. Be aware of those who miss meetings and follow up with a contact and encourage them to attend the next meeting. Have volunteer greeters at the door to welcome the members and finally be sure to advise the MMGA leadership of suggestions, problems and notices of illness or deaths that members bring to the committee. Further, having the committee contact information available, as set forth in the requirements paragraph, will let members know who to contact to provide information on illness, deaths, problems, complaints and/or suggest ideas for improvements.

Reporting: Monthly meeting attendance numbers and record of absentee contacts made for each month. Provide a year-end summary report showing average attendance and the highest and lowest months. No annual budget is required.

Time Requirement: Total estimate of 3 ½ hours per month comprised of 2 ½ hours per meeting and an additional 1-hour outside of meetings