



PROBUS Club of Prince Edward County

Membership Committee

GOAL: To manage new members joining the Club.

1. Encourage recruitment of new members as determined by the Management Committee and within any cap on the numbers
2. Prepare a suitable Membership Application form and provide to applicants; applicants will be encouraged to email countyprobus@gmail.com for a membership form (see procedure)
3. Ensure that potential new members are aware of the requirement to have at least one sponsor who is a current member of the club; if they don't know anyone in the club they will be invited to attend a meeting as a guest to see if they can thereby fulfill the requirement for a sponsor
4. Advise potential members who present at a regular meeting that they are guests, even if they have completed the application form, and cannot sign up for events/activities until the application process has been completed
5. Maintain an up-to-date and complete membership database
6. Provide an updated membership list to the Management Committee as soon as changes are made
7. Provide a membership list to the members once a year per the By-laws
8. Follow closely the *Procedure for Joining the Club* (see separate procedure)
 - a. Arrange for badges
 - b. Provide new members with the Constitution & By-laws
 - c. Provide new members with their lapel pin
9. Advise the Management Committee of any issues with the *Procedure for Joining the Club*.

As approved by the Management Committee on November 6, 2018.