

2018 Training for Membership Chairman (09/29/17)

1. Create and Maintain Branch Roster
2. Supply membership information for Forms 27 & 28
3. Membership Card (Form 1)
4. Notice of Missing Meeting (Form 4)
5. Welcome Letter to new Member (Form 9)
6. Rooster and Promotional Items (Form 21)
7. Honorary Life Membership Pins (Form 23A)
8. Guest & Visitor Badges (Forms 30, 30A) NOTE 1
9. Recruiting Flier – Tri Fold (Form 61) NOTE 2
10. Certificate of Membership (Form 62)
11. Orientation, Induction of new members
12. Membership Reports on State Website
13. Tools available on State Website

NOTE 1: This may be done by an Attendance Chairman/Secretary

NOTE 2: This may be done by the Recruiting Chairman