1. **Develop and act on our Committee Plan**
2. **Allocate roles for each member of the committee**

|  |  |  |
| --- | --- | --- |
| **Roles for Membership** | **Who** | **when** |
| * Chair and organise committee meetings
 |  | Monthly |
| * Secretary / Minutes taker for meetings
 |  | Monthly |
| * Board representative
 |  | Monthly |
| * Review PR and Membership Committee Guidelines
 |  | Annually |
| * Review PR and Membership Committee Plan
 |  | Annually |
| * Organise speakers
 |  | Continuously |
| * Update the club program
 |  | Monthly |
| * Bring visitor’s book and make sure all visitors complete the details – forward details to Prospective New Member person each meeting.
 |  | Monthly |
| * Follow up with Prospective New Members and update form
 |  | Monthly |
| * Contacting prospective members 2 weeks before next meeting
 |  | Monthly |
| * New membership forms to each meeting
 |  | Monthly |
| * Induction of new member processes
 |  | As needed |
| * Update all forms
1. Speakers notes
2. New member application form and induction form
3. Committee guidelines and Committee plan
4. Program table
 |  | Annually |
| * **Roles for PR**
 |  |  |
| * Website administrators
 |  | Continuously |
| * Social media / facebook administrator
 |  | Continuously |
| * Club Service project displays
 |  | Monthly |
| * Newsletter editor
* Writes articles of newsletter
* Sends photos to editor
 |  | Continuously |
| * Club photographer
 |  | All events |
| * Produce flyers and tickets
 |  | All events |
| * **Roles for smooth Dinner meetings**
 |  |  |
| * Confirmation of apologies and numbers for dinner meetings to venue
 |  | Monthly |
| * Guest speaker confirmed and speakers notes given out
 |  | Monthly |
| * Guest speaker gift
 |  | Monthly |
| * If projector or screen needed for audio – visuals needed notify keeper of equipment
 |  | Monthly |
| * Host people at each dinner meeting for guests and members
 |  | Monthly |
| * Provide and disseminate raffle book and wine bottle.
 |  | Monthly |
| * Purchaser of all Zonta merchandise
 |  | Monthly |
| * Organise new name badges
 |  | Monthly |
| * Send birthday cards ??
 |  | Monthly |
|  |  |  |

1. **Review the successes and failures in membership**
* Our clubs largest failure is poor retention of new members – our projects are good. People need to feel welcome, needed and in right committee from first month.
* Review with new members within 3 months to see how progressing.
* More coffee and chat times with new members and potential members
* New member’s afternoon tea at a member’s home – very informal and successful.
1. **How to attract new members**
* Information sessions – very successful at a member’s home.
* Projects which will involve them –hands on to make breast care cushions and days for girls, or also involve their family and friends at a birthing kit Assembly Day.
* PR in local media – Messenger and Courier - allocate article and photos and someone to write the PR article
* New brochures and bookmarks for libraries and Council chambers.
* Website updated – to showcase our programs to the wider community