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