

**CALIFORNIA STATE FEDERATION OF CHAPTERS
POLICY NO. 6 (H)
MEMBERSHIP COMMITTEE**

I Federation Bylaws Article II, Section 2.c (8), outlines the basic duties of this Committee. Federation Executive Board Guideline No. 6, “Policy for Standing Committees” and this guideline provides additional detail.

II PURPOSE OF MEMBERSHIP COMMITTEE

To facilitate Chapter Membership Chairs with their recruiting and retention efforts by providing them with all the tools and materials they need to implement the constructive and informational articles contained in NARFE Membership Manuals, and publications such as the Recruiters Journal.

III COMMITTEE CHAIR DUTIES & RESPONSIBILITIES

- A. Assure each committee member has copies of applicable and current issues of membership documents, such as this guideline, the national and federation membership plans, and NARFE Membership publications.
- B. Coordinate membership committee recruitment activities with the Federation Public Relations Committee Chair.
- C. Assure committee members are communicating NARFE national, federation, and chapter membership policies, plans and objectives with chapter membership committee chairs, with the intent of increasing membership and retention of chapter members. Prepare quarterly and annual status reports associated with this campaign.
- D. Administer the Federation Membership Campaign, including the recognition of Super Recruiters and Dues Withholding awards.
- E. Ensure all committee members attend Preconvention Membership Committee meetings as scheduled in the Convention Program Book.
- F. Manage Membership Committee budget to assure optimal effectiveness and efficiency in the performance of committee activities to attain optimal recruiting and retention rates.
- G. **Increase public awareness of NARFE to enhance recruitment.**
Encourage Membership Committee members and chapters to set up booths/tables and distribute NARFE literature at malls, pre-retirement seminars, conferences, agencies, health fairs and other community events within their districts.

IV. COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

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- A. Assist chapters in the development and implementation of their membership plans.
- B. Coordinate membership and retention activities closely with the Committee Chair.
- C. Encourage Chapter Membership Chairs to work closely with their Chapter Public Relations Committee Chairs when conducting organized recruiting programs, such as Health Fairs.
- D. Ensure all chapter membership chairs are appropriately trained and apprised of the NARFE and Federation Membership Campaigns.
- E. Perform other duties as assigned by the Chair.