

Greenville Unitarian Universalist Fellowship

Committee Charter

Membership Committee

Replaces "Membership Committee" dated April, 2003
Approved by Program Council March 4, 2015
Submitted to Board of Trustees March 11, 2015

Mission

To facilitate and manage the incorporation of new members into the Fellowship. To keep membership data current.

Qualifications for Chair:

Membership in GUUF for at least six months. Knowledge of UU principles. Ability to represent the Fellowship in a manner which reflects these principles. Effective communication skills.

Qualifications for Vice-Chair and members:

Membership in GUUF. Knowledge of UU principles. Ability to represent the Fellowship in a manner which reflects those principles. Effective communication skills.

Overall Responsibilities:

To administer programs and events which encourage informed membership in the Fellowship.

Functions:

1. Committee chair is a member of the Program Council and participates in their monthly meetings.
2. Recruit, select, train and work with committee members.
3. Work closely with other committees, leadership and staff as appropriate.
4. Submit article/notice/announcements to the *Spark* and/or *Flame* as appropriate to publicize the work and needs of the committee.
5. Develop and recommend an annual budget to accomplish the committee's work.
6. Work within the allocated budget.
7. Organize times and places whereby potential members may sign the GUUF membership book in the presence of the Minister or a member of the Board of Trustees.
8. Administer an orderly process by which visitors are greeted each Sunday before service and are welcomed after service.
9. Provide and maintain a welcome table in the lobby, to include name tags,

GUUF and UUism information (newsletters, brochures, etc.), "yellow cards," pens and pencils.

10. Contact visitors after their initial visit(s) by phone or e-mail, welcoming them, providing them with information about GUUF, particularly steering them to our website and that of the UUA, and inviting them to ask questions.
11. Coordinate new member ingathering ceremony (normally held in the fall & spring) and reception.
12. Once new members sign GUUF's membership book, process them as follows:
 - Ensure that new members have their individual name badges
 - Provide a brief orientation regarding the facilities, operational structure, financial needs and program variety
 - Ensure that new member forms are completed; forward them to the Fellowship Administrator who will add the names and information to the GUUF directory, PowerChurch, and UUA database
 - Enter the Time and Talent Survey results to the on-line link for committee and program chairs to access
 - Invite the new members to the next scheduled new UU class and ingathering service
 - Collaborate with GUUF photographers to take new members' pictures
 - Publish a welcoming article in the newsletter
 - Inform Budget Drive Committee for pledge solicitation
13. Work with the Fellowship Administrator to update and certify membership list for UUA.
14. According to GUUF's By-laws, "The Membership Committee shall attempt to contact members each year who either have not been involved with the Fellowship, or for report of a move, returned mail, or failure to return a pledge card, for one year." Furthermore, the Membership Committee shall publish to the Fellowship and submit to the Board of Trustees a list of those members who have not responded to attempts to contact them. This should be accomplished in advance of the December Board meeting so that accurate membership may be reported to UUA by early February each year.