



SIR – Social Activities for Men

The Mission of SIR is to enrich the lives of our members through fun activities and events while making friends for life

Branch# 172, Twain Harte

PO Box 1143, Twain Harte, CA 95383

Website: sirtwain.org

Email: sirtwainharte@gmail.org

MEMBERSHIP CHAIRMAN POSITION DESCRIPTION

Prepared by: Paul Halek

Prepared: May 2025

<u>Position Name:</u>	Membership Chairman
<u>Duration (Yrs):</u>	3 years
<u>Required Time Monthly:</u>	~4 Hours
<u>Skills:</u>	Computer skills especially Excel, also Word
<u>Abbreviations:</u>	MC (Membership Chairman), BS (Big Sir) LS (Little Sir)

Responsibilities:

- Maintain monthly Membership Roster (Excel); Processes New Member Applications, Welcome Folder, orders Badges, Folders, Labels
- Prepare Lunch Guest Welcome Packets (Word). Sponsors incoming members who do not have Sponsor
- Processes annual DUES
- Reports membership data to BEC, monthly roster to Webmaster (Dick Chimenti)

MEMBERSHIP ROSTER (Monthly)

UPDATES

Member Status and Types

- All members' status is "Active"
- Types include HLM (Honorary Life Member), HLMS (HLM Senior), Charter Members, Senior Sirs, Super Senior Sirs

New members: MC

- Receives and confirms application is complete, assigns Badge Number, Date application presented to BEC and month added to roster
- Advises applicant, if Dues doesn't accompany application, to mail or bring to lunch
- Conducts BEC vote via email or during BEC
- Issues initial Welcome Email to new member, sponsor, Big Sir, Little Sir, et al
- Orders badge, currently supplied by Sue Mart, Clint's Trophy Mart, 119 S Washington St., Sonora, CA 95370. P: 209-532-1942 / E: sueatclints@gmail.com
- Adds member name and number to badge, ensures all roster columns are updated ensuring Changes Worksheet is current
- Sends Official Welcome Email to member, sponsor, BEC, Dick Chimenti
- Prepares and delivers to Big Sir New Member Welcome Folder; new member badge provided to Badge Chair

Welcome Folder:

Left Pocket – Welcome Letter, Rooster, Current Bulletin

Right Pocket – Certificate of Membership, SIR TH Officers and Activity Chairs, General Rules



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LUNCH GUEST WELCOME PACKET

- Most Guests are member-sponsored, but, a few find out about SIR and ask to join a lunch. The MC will be their sponsor
- MC obtains guest name, phone and email – calls to introduce them to branch activities, etc
- Shortly before the lunch, MC sends Welcome Email copying sponsor and others detailing who they'll meet at the lunch venue and they can have a reserved seat at the Guest Table. Prepares and places table Name Card at Guest Table
- MC prepares Guest Badge & Welcome Packet
- Packet contains: Welcome Letter, SIR & SIR Twain Harte History, Current Bulletin

DUES PROCESSING

Annual Dues (currently \$25 (2025)) were made mandatory (ask Secretary to determine BEC Minutes date) and are collected in January and February of each year. The MC:

- **USPS MAIL:** Obtains Dues Letter mailing cost, currently from Business First (W: biznessfirst.biz, Attn: Lin Menary, E: businessfirst@mlode.com) 22984 Joaquin Gully Road, Twain Harte, CA 95383
- Prepares and sends Dues Letter (Word) and Member Mailing File (CSV) with Letter Dated late December to Business First who will advise best time for them to receive
- Sends All-Member Email late December reminding members of Dues that will be collected at the subsequent January and February lunches, or, members can mail via USPS
- Mails Dues Letters late December in ample time before Jan lunch
- **EMAIL:** Prepares email detailing Dues Amount that can be paid in person at the January and February lunches or snail mailed to SIR Twain Harte, PO Box 1143, Twain Harte, CA 95383

DUES COLLECTION & PROCESSING

- Enlists member volunteer to staff Dues Table at Jan & Feb lunches
- Issues receipts only for cash payments, advises member their canceled check is their proof of payment
- Asks Treasurer to advise checks received in PO Box listing member name, check number and amount
- Updates branch Dues file and presents lunch checks and cash to Treasurer
- Sends email to BEC with collection data
- At February BEC, requests Big Sir determine BEC members who will volunteer to call Unpaid Members shortly after lunch
- Conversations with Unpaid Members should be congenial, non-threatening and obtain as much information as possible
- Collect information and, at the March BEC, make determinations regarding members status

BEC REPORTING

Presents Membership Data to BEC in person or, if unable to attend, via email