

## "TO DO LIST" - 3rd VP-MEMBERSHIP & COMMUNICATIONS

### MONTH

### ACTION NECESSARY

#### **MAY**

- First Monday of the month, attend the last official Board of Directors meeting.
- Second Monday of the month, attend the last official General Meeting for the season.
- Ensure all memberships are renewed and dues paid by 5/15.
- Compile list of paid/renewed members and forward to FFGC.
- Revise all lists and forms for Membership Binder to reflect next season dates, members' names, members' contact info.
- Update membership contact information in MailChimp for Blossoms Bulletin, in personal greeting card system and in personal iPhone contact list. Ensure this information is accurately maintained throughout the season.
- Create new nametags for incoming and outgoing Board of Directors and new members. Ensure any new or revised nametags are printed throughout the season.
- Review Membership Application and make any updates or revisions.
- Email Membership Committee members to solicit volunteers for next season's Membership Committee (4-5 committee members works well).
- Track Membership and Communications expenses and ensure receipts are forwarded to Treasurer for reimbursement. Ensure expenses are documented and monitored throughout the season.
- In election year (odd years), provide newly elected 3rd VP with training and all pertinent information for assuming role as of June 1st (Position Description and To Do List). Ensure GCGC communications resource, MailChimp subscription, is turned over to newly elected 3rd VP. Ensure the newly elected 3rd VP receives support/guidance in his/her role for the next season.

#### **JUNE-SEPTEMBER**

- Distribute Blossoms Bulletins communicating logistics for Summer Meetings (date, location, etc.).
- Attend Summer Meetings if possible.
- Distribute Welcome email and Membership Application to prospective and new members from Summer Meetings or other references.
- Distribute Blossoms Bulletins and interface with Webmaster for ensuring information is posted on GCGC website throughout the season.

## SEPTEMBER

- Email Membership Committee members and review assignments for each general meeting during the season (check-in and welcoming guests).
- Ensure Membership Binder (lists and forms) is ready for October meeting.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.
- Distribute Blossoms Bulletins.

## OCTOBER

- First Monday of the month, attend the first Board of Directors Meeting.
- Second Monday of the month, attend the first General Meeting.
- Set up Check-In table for general meeting (membership check-in list, nametags, guest \$ envelope, tablecloth, Welcome Sign, etc.).
- Distribute Blossoms Bulletins.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.

## NOVEMBER

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Set up Check-in table for general meeting.
- Distribute Blossoms Bulletins.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.

## DECEMBER

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Set up Check-in table for general meeting.
- Distribute Blossoms Bulletins.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.

## **JANUARY**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Set up Check-in table for general meeting.
- Distribute Blossoms Bulletins.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.

## **FEBRUARY**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Set up Check-in table for general meeting.
- Review 3rd VP, Membership and Communications expenses for current season and prepare proposed budget request for the following fiscal year. Email to Treasurer by mid month.
- Distribute Blossoms Bulletins.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.

## **MARCH**

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend General Meeting.
- Set up Check-in table for general meeting.
- Distribute Blossoms Bulletins.
- At the end of the month, email membership advising that membership dues for the next season are to be paid on or before May 15th.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.

## APRIL

- First Monday of the month, attend Board of Directors Meeting.
- Second Monday of the month, attend Annual Meeting.
- Set up Check-in table for Annual Meeting.
- Distribute Blossoms Bulletins.
- At the end of the month, email reminder to membership that membership dues for the next season are to be paid on or before May 15th.
- Receive copy of final approved budget for next fiscal year from the Treasurer.
- Ensure final approved budget is communicated to membership via Blossoms Bulletin.
- Ensure a process is in place for monitoring expenses for 3rd VP Membership & Communications expenses during the next fiscal year.
- Distribute Welcome email and Membership Application to prospective and new members throughout the season.