

Chamber Speakers Circle Toastmasters New Member Integration Process

VP of Membership serves as Executive Sponsor to oversee this process and ensure its completion.

Status	When	What	Who
Guest	At meeting	<ol style="list-style-type: none"> 1. Greet guest 2. Ask member to sign guest book 3. Retrieve guest book 4. Seat guest next to member 5. Give guest TI and club info 6. Give guest member app & explain dues (if requested) 	<ol style="list-style-type: none"> 1. VPM/ALL 2. SAA or VPM 3. SAA or VPM 4. SAA or VPM 5. SAA or VPM 6. VPM or Treasurer
Prospect	1-2 days after meeting	<ol style="list-style-type: none"> 1. Email guest info to VPM (or VPM writes down info at mtg) 2. Send follow up email to guest 	<ol style="list-style-type: none"> 1. SAA (or VPM) 2. VPM
Joining Member	TBD	<ol style="list-style-type: none"> 1. Complete member application 2. Collect dues and verify application and dues are correct 3. Give application and dues to Treasurer 4. Request brief intro from new member for presentation to club 	<ol style="list-style-type: none"> 1. Joining member 2. VPM 3. VPM 4. President or VPM
Member	Meeting following payment	<ol style="list-style-type: none"> 1. Vote in new member (only if dues have been paid!) 2. Induct new member, present TM pin and loaner manual 	<ol style="list-style-type: none"> 1. President or VPM or VPE 2. VPM, President or VPE
Member	Following election and induction of new member	<ol style="list-style-type: none"> 1. Process membership application (online or manually as needed) 2. Email new member contact info to Exec Committee and Webmaster 3. Add member to roster and club scheduler 4. Add member to email list on website 5. Send email to club members welcoming new member(s) with info on using email lists 6. Create tent name card 	<ol style="list-style-type: none"> 1. Treasurer 2. Treasurer 3. VPE 4. Webmaster or President 5. President or VPM 6. Secretary
Member	Within 1 week after becoming member	<ol style="list-style-type: none"> 1. Assign mentor to new member 2. Review Orientation sheet with new member 3. Send out updated membership roster to club (within one month) 	<ol style="list-style-type: none"> 1. VPE 2. Mentor 3. VPE

Member Resignation and Non-Renewals

When a member leaves the club or does not renew:

1. Treasurer to report to officers and webmaster names of members who did not renew
2. Remove them from the club scheduler (VPE)
3. Remove them from the club email list on website (Webmaster or President)
4. Conduct "exit interview" or survey with exiting member to identify areas for club improvement and member retention (VPM, VPE or President)