

BANGALOW GARDEN CLUB

MEMBERSHIP OFFICER	Effective Date: February 2023
Written by: Sue Brennan	Version 1 Date: 23 February 2023

The role of the Membership Officer is to keep an accurate register of all members of the Bangalow Garden Club.

A prospective member either contacts Bangalow Garden Club on-line or attends a meeting and advise that they wish to join.

1. The person either fills out a membership form or goes on-line and registers an interest.
2. The Membership Officer collects personal details and notifies the person of the membership fee. A welcome letter given to the new member.
 - There are two ways to pay. Either a cash payment is made or arrangements for an EFT are given to the new member to deposit to garden club bank account. If paying by cash, a receipt is written out and given to new member. The duplicate receipts and cash are then given to the Treasurer for their record keeping and money is banked.
3. Once a membership fee has been paid, the new member is added to the garden club data base, a badge for that person is produced. The badge is produced using a pro-forma badge file and a green dot is attached to the new member's outer display case signifying to established members that the person is new to the club.
4. Before each monthly meeting a list of members is printed out from the member database and any new members for the past month are highlighted in red.
5. Prior to each meeting, the Membership Officer arranges badges in alphabetical order in the plastic display cabinets. These display cabinets are arranged on the membership table along with a numbered register which each member is required to sign. Members then take the corresponding numbered auction/lucky seat card.
6. At each meeting if a prospective new member attends, the procedure as at Numbers 2-4 is followed.
7. At the end of the meeting, each member is required to deposit their badge and auction card into the supplied box which is collected by the membership officer. To ensure that all badges and auction/lucky seat cards are returned, so that the membership officer can account for each of these, a gold coin 'donation' is requested from members who overlook this.
8. All badges are then taken home and sorted into alphabetical order and put back in display cabinets. Auction cards are sorted into numerical order ready for next meeting.

9. If a prospective new member registers on-line via the Bangalow Garden Club website, the database sends out an email to the:
 - membership officer advising them of the prospective new member.
 - prospective new member with details of how to join and pay membership fees.
10. One week prior to each meeting a new database advising list of all members is emailed to the club secretary, co-presidents and catering staff for their information, to enable the distribution of the club newsletter and to notify members of details of the next meeting.