

## Membership Committee Mandate

### Mandate:

The committee objective is to pursue continual growth in the number of STCCS Society Members. The goal is not just to recruit new members but also to retain existing members and pursue activities that will pull these Members tighter into the Society, to assist with financial and volunteer support needs, and to assist in the promotion of Christian Education in St. Thomas.

The Membership Committee of STCCS will fulfill its mandate in the following manner:

- Prepare effective communication with existing members and potential members (including, but not limited to: people who recently moved into the community, newly married couples, and parents with their last child in school.)
- Membership Campaign
- “Welcome to STCCS Letter” including Volunteer Opportunities
- Invitations for non-parent members to special events at the school
  - Christmas Program
  - Spring Open House/Concert
  - Membership Meetings (Fall and Spring)
- Work with Communications Committee to:
  - Create a STCCS newsletter
  - Create a bank of Christian Educational Promotional Material
- Actively pursue relationship with Alumni
- Express tangible appreciation for volunteers
- Send Baby, Sympathy & Anniversary Cards to members

### Characteristics of Membership Committee Member:

- Four members to oversee and manage the recruitment of members.
  - Representation from each of the three core churches.
  - Representation from outside of three churches.
- Above average communication skills, highly organized, and out-going.
- Additional volunteers will be required to assist in telephone or face-to-face recruitment drives.

### Meetings:

Meetings are held monthly, and/or at the call of the Chair.

- **Responsibilities of the Chair**
  - Call the meetings
  - Set the agendas
  - Responsible for committee expenses
  - Chairs the meetings
  - Delegates responsibilities
- **Responsibilities of the Secretary**
  - Keeps minutes of the committee meetings
  - Processes all committee correspondence
  - Prepares concept minutes after each meeting for the Board of Directors
  - Prepares quarterly report for the Board of Directors on number of new members recruited and revenue created
  - Formulates recommendations to the Board of Directors