



MEMBERSHIP COMMITTEE

Purpose: The purpose of the Membership Committee is to promote membership growth and retention in OAMR.

Responsibilities:

1. Membership Chair

- i) Ensure that all responsibilities of the committee are accomplished.
- ii) Delegate specific tasks to and receive regular input and ideas from committee members.
- iii) Attend and prepare quarterly reports for all Board meetings throughout the year. The Chair shall also write an annual report on the progress and future goals of the Committee for the Annual Conference Board meeting in September.

2. Membership Renewals

- i) Request a letter of invitation to renew membership or join OAMR from the current OAMR President and update the OAMR application form with current dates and contact information. (October)
- ii) E-mail or mail above invitation letter and application to current members and non-members. (Mid-November)
- iii) Mail membership checks to the current Treasurer, as they come in and provide them with the e-mail addresses of new members. (Any time as needed)
- iv) E-Mail or mail letters on renewing membership to those who have not renewed their membership. (February)

3. Membership Roster

- i) Update the membership roster, as renewals/new memberships are received or as titles, positions, names, contact information, or certifications change. This process continues throughout the year.
- ii) Provide updated membership rosters to the President, Newsletter and Internet Chairs.
- iii) Provide updated region lists to Region Directors.

4. New Members

- i) Call or e-mail a welcome greeting and provide the new member questionnaire form to new members and let them know that a welcome packet will soon be sent to them.
- ii) Provide the President, Region Director(s), Mentoring Chair and Internet Chairs with the new member's name and contact information.
- iii) E-mail welcome letter which may include hyperlinks to:
 - a. Welcome letter from the President
 - b. List of current Executive Board Members
 - c. Region and Region Director information
 - d. OAMR brochure
 - e. Q and A on the organization
 - f. Education and scholarship Information
 - g. Resource information – OAMR, IIMC, NW Clerks Institute, LOC, State Archives, etc.

5. Newsletter Articles

- i) Write new member welcome articles for each OAMR newsletter. Articles are based on information received from the new member questionnaires, which are sent to new members.
- ii) Write other articles to promote and retain membership, as desired.

6. Retention of Members

- i) Encourage those who have not renewed to renew their memberships and encourage those planning to retire to become a retired member.

7. Non-Members

- i) Encourage non-members to join OAMR.

8. Other Duties

- i) Order and provide name tags to members, as requested.