

3.9 MEMBERSHIP COMMITTEE

CHARGE:

The Membership Committee shall have the duty to receive and report membership applications, maintain addresses, coordinate all mailings of MLGSCA, recommend honorary and special members following receipt of written requests from group members, publish and distribute the annual directory, and greet new and prospective members at meetings.

The Chair of the Membership Committee is appointed by the President of MLGSCA. Committee members are selected from those expressing interest via the Committee Interest Forms.

RESPONSIBILITIES:

- I. Membership Files and Database
 - A. Membership Applications
 1. Maintains membership information
 - a) Change of address
 - b) New members
 2. Submits membership changes to Newsletter Editor for publication
 3. Recruitment
 - a) Recruits prospective new members (regular, student)
 - b) Sends MLGSCA brochure and membership application to MLA members within the chapter who are not yet MLGSCA members. (MLA will supply a list and/or mailing labels).
 - c) When Joint Meeting is hosted by MLGSCA, make exhibit arrangements to have the MLA booth.
 4. Honorary Members
 - B. Directory
 1. Production
 2. Additions and changes
 3. Mailing and distribution
 - a) Accountant (1 copy)
 - b) Advertisers (1 copy each)
 - c) Archivist (2 copies)
 - d) NLM (1 copy, a claim letter will be sent by NLM)
 - e) NCNMLG President (1 copy)
 - f) MLGSCA Membership (1 copy per member)
- II. Coordinates MLGSCA mailings
 - A. Prepares mailing labels for:
 1. Newsletters
 2. Exchange
 - a) 2 Sets of mailing labels per exchange
 - b) Call for lists letter

- c) Mailing of exchange
 - d) 3 exchanges/year
 - 3. Program flyers
 - a) Fall and Spring Meetings
 - b) Continuing Education
 - 4. Joint Meeting preliminary program/registration
 - 5. Ballots/Bylaws mailing
 - 6. Union List mailing
 - 7. Directory
- B. Coordinates the sale of the MLGSCA mailing list
 - Categories – Gratis vs. Sale
 - 1. CATEGORY I – no charge – MLGSCA (Membership) absorbs charge
 - a) Announcements of MLG or MLA meetings
 - b) Announcements of CE courses
 - c) Openings of libraries
 - d) Professional meetings when MLGSCA members are invited at a reciprocal rate
 - 2. CATEGORY II - \$75.00 per set
 - a) Job advertisements
 - b) Courses/Meetings for which MLGSCA members would not be charged a reciprocal rate
 - c) Exhibitors
 - (1) Used only once
 - (2) Used in conjunction with Joint Meeting
 - (3) Current membership year
 - 3. CATEGORY III - \$350 per set
 - a) Product announcements from for-profit vendors
 - 4. Prices are reached by consensus with differentials based on the purpose for which the labels will be used, not the status (i.e. member or non-member of MLGSCA) of the requestor.
 - 5. Mailing method
 - a) Labels are sent first class at no additional charge
 - b) Additional charges are assessed to recover express/special mailing costs
 - (1) Charged \$20.00- Verify actual price for Express Mail to cover actual fees and time involved completing form.
 - 6. Prepayment required before mailing labels sale

III. Reports

A. Goals and Objectives

- 1. Membership Committee goals and objectives are listed and under the corresponding number based on MLA priorities, the MLA strategic plan, and MSLGCA priorities for the upcoming membership year. This report is submitted to the MLGSCA President.

- B. Advisory Council Meeting reports-oral
 - 1. Number of members (old, new, totals)
 - 2. Activities of the membership committee
 - 3. Portion of members who also belong to MLA
- C. Budget
 - 1. Prepares an estimate of expenses to submit to the treasurer at the end of the year for the incoming replacement.
 - 2. This estimate is based on the previous year's expenditures.
Expenses include, but are not limited to:
 - a) Postage
 - b) Mailing service fees (American Direct Mail)
 - c) Mailing labels
 - d) Directory printing costs
 - e) Stationary and general supplies
 - f) Telephone calls
- D. Annual Report
 - 1. Prepare and submit an Annual Report of activities and recommendations. Two copies of the annual report are submitted to the President. A third copy is retained for the committee files. The annual report should include the following:
 - a) Number of members (old, new, total)
 - b) Honorary members-new
 - c) Financial report
 - d) Directory information
 - e) Committee members
 - f) Report of committee meetings
 - g) Recommendations for incoming chair