

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for: MEMBERSHIP CHAIRMAN

I ask certain outgoing members of the Chorus to join the Membership committee and act as encouragers to the members and be available to greet and introduce any guests we might have at rehearsal

I meet and greet each guest as they come in; ask them to fill out an information card; introduce them to the Director and Assistant director for them to meet with and learn about them. I provide materials for them to jot notes down regarding their singing experience and part indicated and keep these cards on file for future use

I send out notes of thanks after their visits and keep up on how many times they attend the rehearsals. I visit with them and find out if they are definitely interested in joining the Chorus and if so, I give this information to the Music Team person who will proceed with the audition process.

When I am notified that they have passed the audition, my committee provides means for the Chorus to vote on membership of this person and along with the President or her representative, count the votes.

When we acknowledge the new member, I provide a gift of their name badge and eyelashes and we welcome them into the Chorus with a song. The Rookie program person provides the new member with their "Rising Star" notebook of things they have to accomplish in the first year

I am in touch with the committee regarding sending out cards for get well; sympathy; thinking of you and things like that and make sure I am aware of any problems the members might have

I keep a running spreadsheet of member attendance that I send out each week to the Director, Assistant Director, and Section Leaders in order for them to be kept up do date on membership attendance

I contact members who are absent to make sure they are okay and if there is anything I can do for them

Quarterly I contact Associate members just to check in on them.

I keep at data base of guests and former members, including addresses and phone numbers and email address, for use when we want to invite non members to our rehearsals

I invite potential guests to come and visit when the need arises