

### **Membership Committee:**

The Executive Board Liaison shall be the Second Vice President.

- Increase Section membership and awareness. Conduct annually in April, mailings to Division area non-members. Mailing may include a letter from the Section Chief and/or the President of the Division, a brochure and application.
  - Contact fire service administrative support personnel at fire service agencies that are not represented, or are under-represented.
  - Contact organizations with a vested interest in the fire service (i.e., private firefighter companies, fire suppression systems companies, fire insurance companies, vendors, etc.) that are not represented.
  - Encourage existing members to recruit members.
- Make personal contacts when possible.
- Design membership brochure and application/invoice as needed.
- Devise methods of advertising membership at the CFCA annual meetings as well as AFSS training seminars and General Membership meetings.
- Oversee the welcome of new members. Ensure they are introduced at General Membership meetings. Facilitate conversation between newcomers and experienced members.
- Develop and maintain a current welcome package including an AFSS binder with information regarding the Section and Division and copy the most updated New Membership Edition of the Fire Circle, AFSS logo pins, trinkets, etc.
- Provide name badges to new members and replacements as needed.
- Maintain an adequate supply of AFSS brochures, applications, pins, advertising items, etc.
- Maintain a current Division Directory. Publish the Directory annually not later than October 1. The Directory shall contain the following for all members **paid** by September 1:
  - Member name and membership level
  - Agency name, address and phone number
  - Member phone/extension number
  - Fax number
  - Email address Photo
- Inform the Corresponding Secretary of changes and new members in a timely manner, to be included in fan-outs.
- Coordinate with the Treasurer monies collected from new members and annual renewals.

Refer to Standard Guidelines Number 13, Page 18, and Number 14, Page 19 and 20, for further details.