

Membership Committee

General Responsibilities:

The Membership Committee encourages all eligible individuals to become members of WMCA by developing and dispersing promotional materials. WMCA By-Laws Article III – Membership outlines membership classes and definitions of each.

Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. The committee's work begins right after the Annual Conference by obtaining a list of those cities, counties or other governmental entities that do not have members in WMCA. This may be obtained from the membership database maintained by the Treasurer. Promotional materials, either developed, passed on or updated from the previous committee, is then sent out.
3. Current WMCA members located near potential new members will be contacted and encouraged to make a personal contact with the potential new members to promote membership.
4. The committee will assemble and update the New Members Information Packet, using material passed on by the previous committee, adding or deleting information as necessary. These packets should be ready for mailing to new members upon joining WMCA. The packet generally includes the following:
 - current copy of the WMCA By-Laws
 - list of the WMCA Executive Committee
 - IIMC brochure and application for certification
 - Northwest Clerks Institute (NCI) Certification Seminar brochure
 - WMCA state pin
 - and any other information deemed necessary
5. Upon receipt of the name of a new member the Chair will send a welcome letter and the information packet aforementioned. The Chair will also determine whether the new member desires a mentor.
6. The mentor program is one of the primary duties of the committee. The committee shall follow the WMCA Mentoring Policy in assisting new members through the assignment of a mentor in the vicinity of the new member's city, county or governmental entities who may be of assistance in answering questions and providing guidance to the new member. The summer issue of "The Quill" should include a call for mentors, soliciting WMCA members to be mentors and stipulating any special areas of expertise. The committee can then use the list of respondents to place new members with an appropriate mentor.
7. The committee is also responsible for the First Time Attendee's Event at the Annual Conference as follows:

- a. The event is generally held on the first day of the conference. The committee is responsible for organizing and coordinating with the Conference Planning Committee on specific details such as time and location at the conference site.
 - b. The committee will send invitations to all new members, first time conference attendees, mentors, WMCA Executive Committee and out-of-state guests.
 - c. The purpose of the event meeting is to educate new members about WMCA resources and to recommend additional information resources. The committee will invite members of AWC, Municipal Research & Services Center, and other organizations to promote the services that they provide.
 - d. The First Time Attendee's Event is partially funded by donations, which are secured by the Conference Planning Committee.
8. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
 9. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
 10. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.