

Chapter Development & Membership

The following is a brief overview of the activities I have done as Membership Chair. Each of the templates or documents cited below are on a USB jump drive to be retained and updated by the Membership VP.

Membership attendance – track attendance at the various chorus/chapter functions. These include regular rehearsal, special rehearsals, sing out, contests and chapter special events. There is a single EXCEL spreadsheet with a sheet for each of the areas mentioned above. There are graphs that show visual results for specific member groupings. The full spreadsheet is sent to all board members at the end of each quarter. Print member sign in sheets and make sure there is a new one with the correct date in the member sign in book. **See template # 1** Use this form for attendance all all chapter functions.

Participation Award – this is an annual award that is presented to the individual who has accumulated the most “points” over the course of the calendar year. Points are accumulated, primarily, via attendances and are awarded in the following schedule.. 1 point for each regular rehearsal. 2 points for special rehearsals, sing outs and special chapter events. 3 points for singing in a contest (either in chorus or in a quartet) and for membership in a registered chapter quartet. The Participation Award is given at the installation of officer each February. Use Membership budget funds to purchase a nice gift. **See template #2**

Barbershopper of the Month Award – presented to the member who has given extra effort and done some extra work for the chapter, going beyond normal attendance. Membership, Music & Program VPs select. Membership Chairman prints and presents the Award the first Monday of the month following. **See template #3**

Guests – greet chapter meeting guests as soon as practical. Make sure he has a guest book, has a name tag, has signed the guest book and is placed in a section with a solid singer. IF not obviously a Tenor or a Bass, place in the lead section. Introduce the guest at the break. Make sure guest is made feel welcome and goes home with a DOC flyer. By Wednesday, send the “Glad you were here” letter to the guest. (not an email) **See template #4**. Print and have in the guest book, sign in sheets (**see template #5**) and stickon badges (**See template #6**)

Membership Application – at least one of these should be in the Membership VP’s brief case and available at every chorus rehearsal or chapter meeting. The application should only be offered to a prospective member if he has attended 3 rehearsals and has been voice tested by a member of the music committee. **See template #7**

Missing Members – If a member has not attended for 2 consecutive weeks and you have not been notified that he will be gone, send a letter (not an email). **See template #8**

Invite A Guest – If you have been advised that a man is interested in singing, get his US Mail address and send him an invitation letter with brief description of DOC. If possible, identify the person who has suggested his interest, especially if another barbershopper. **See template #9**

Dropped Membership – If you are aware that a DOC member is unhappy or considering leaving DOC, send the letter inquiring about his concerns. If he is definitely leaving DOC, send a letter asking him to fill out the Society Member Satisfaction Survey(**see template #11**) and enclosed the survey (**see template #10**) and a stamped , self addressed (to yourself) envelope.

Guest Night – schedule a guest night, usually after the annual show. Include a flyer in the show book inviting men to attend the guest night. This could be attached to a door prize. Before the show, poll membership and ask each man to submit a name (or more than one) the you can send an invitation to. 3 weeks before that guest night send the letter (not email) **See template #.11**

DOC Membership VP Letterhead - Used for all communications from Membership VP. Copies of all communications should be retained in an appropriate electronic or physical polder by Membership VP>
See template #12

DOC Thank You card – a card sent to each first time guest. Membership VP prints this 2 sided card and has it signed by all members in advance. Usually produces 10 at a time. Use Avery 3265 greeting cards with envelopes or equivalent. Save info about sent cards in a guest database. Take a picture of guest singing with a quartet or chorus and print in the inside left of the card, if possible. See **template # 13**

Mr. Sunshine – Mr. Sunshine is DOC's man responsible for life event recognition. **See form # 14**

Recruitment – There are a variety of tools available from the Society to aid in recruiting prospective members.

In this package you will find the templates for Membership VP letterhead and envelopes with the DOC logo and place for your name and contact information