

Network South West Business Club

Membership Coordinator

Following is a brief outline of the duties of the Membership Coordinator.

During the meetings

- Introduce yourself to any guests at the breakfast meetings.
- Try to gauge how interested they are in joining the club.
- Get their contact details and offer to send them an application form.

After the meetings

- Send an email to the prospective member asking if they would like to join (see copy of email below).
- Include a copy of the “Membership Application Form” and the “Rules of Association for Network South West Business Club”.
- Follow up with an email or phone call if you don’t get a response.

Member approvals

- Any prospective member must make a decision on joining after attending 3 meetings.
- Once you receive a completed application form from a new prospective member, you need to send an email to all of the committee members asking for their approval.
- Send an email to the prospective member informing them that their application is being reviewed by the committee.
- Before approving a member you need to make sure there is no conflict of them having the same or similar business to an existing member. Sometimes they will have a second business that is in conflict.
- If there is a conflict with another business, the member of the existing business has the final say in whether they can become a member.
- Once the member has been approved, send them an email advising them of their acceptance and inform them that they will be inducted at the upcoming meeting.

After approval

- Print a copy of the new member certificate and deliver to Tom at Trophies West at 18 Arthur St, Bunbury. Tom will make up the new name badge, this normally takes 2 to 3 days to complete.
- Pick up the name badge prior to the next meeting.
- The invoice for the name badge will be sent directly from Trophies West to the treasurer of the Network South West Business Club.
- Make up the “member pack”. The member pack consists of:
 - A plastic satchel to hold all of the documents.
 - A copy of the member’s certificate.
 - Name badge.
 - 2 x bumper stickers.
- At the meeting you will present the new member with the membership pack and have your photo taken of the event.

Initial email for member application

Hi [insert name],

Good to meet you Friday morning at the breakfast.

My understanding is that you are interested in joining the Network South West Business Club which hold their meetings every first and third Friday morning at The Clifton Motel, Clifton St, Bunbury. Therefore, could you please complete the attached membership application form and return to me at your earliest convenience. I will then be able to arrange for the committee to review for acceptance which will then allow you to be officially inducted in to our club.

Please find attached the following:

- Membership Application Form
- Rules of Association for Network South West Business Club

For your reference, for one member,

- Fees are charged in advance on 1st January and 1st July under the following formula;
 - Six monthly fees are \$350
 - Twelve monthly fees are \$650 - Current as at October 2017
 - additional members welcome from the same company at \$285 per meeting or \$280 per 6 months.

If you have any questions please feel free to call or email me.

Follow Up email for member application

Hi [insert name],

I have just forwarded you membership application to the committee for approval for you to become a member. This is just a formality and I will let you know the outcome.

Approval email

Hi [insert name],

Just wanted to let you know that your application to join the club has been approved.

I will organise for you to be formally inducted at the meeting next Friday morning.