

## **CFFU ACTION PLAN WORKSHEET**

Position/Activity/Chair/Committee: **Membership**

### **Description/Purpose:**

Provide a welcoming and friendly environment at monthly meetings designed to encourage interaction and comradeship among new and existing members. Retain old members and attract new members. Encourage new members to become involved in CFFU activities.

### **Tasks and Activities:**

1. Maintain a current membership list and data base. Share this information on a monthly basis with the Newsletter Editor.
2. Arrange to have badges prepared for all new members as quickly as possible and position designations for officers, directors, and committee chairs.
3. Introduce new members and visitors at every club meeting.
4. Actively recruit new members and encourage others to assist.
5. Maintain a current membership application and CFFU brochure while also stocking a supply of membership applications in each of the three local fly fishing stores.
6. Annually publish a membership and announce new members by having information in the CFFU newsletter.
7. Write a monthly biography for the newsletter of a new or old member.
8. Coordinate with the Public Affairs Director to promote CFFU within the community.
9. Continue to encourage regular members to welcome new guests and members to CFFU.
10. Encourage chairs to make new members a priority and invite them to participate in all activities including outings, Tech Thursday, conservation activities, fly tying classes etc.
11. Prepare and send a letter to every new member jointly signed by the President and the Director of Membership welcoming them to the club and encouraging them to participate on a committee/activity. Include a participation form.
12. Mail a notice of renewal of membership to all members and write an announcement for publication in the December and January issue of the newsletter. Send a 2<sup>nd</sup> and final notice of membership dues in early February. Provide a list of names of people who have not renewed to the Board in March so board members can divide them up and telephone reminders.
13. Plan and organize CFFU participation in the annual International Sportsman Show. This includes securing the site, arranging the display, and getting member participation.
14. Organize Kiene's expo and get volunteers to cover booth.
15. Set up and get volunteers to cover booth at Fly Fishing Awareness Day
16. Work with Past President in maintaining supplies for New Member Meetings and coordinating new members at the quarterly meeting.

Resource Requirements	Cost
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As of February 15, 2011

1.	Printing (membership application, CFFU Brochure, Dues Notices	150.
2.	Salmon Festival	75
3.	Roster	100.
4.	Membership Costs (Badges & Brochures)	390
5.	Kiene's Expo	25