

1 Fellowship Forum Membership Committee Chairman Job Description

1.1 Prepare for the year

- 1.1.1 Review Chairman's Job Description, clarify if needed
 - 1.1.1.1 Discuss with predecessors as desired
 - 1.1.1.2 Review Fellowship Forum By-Laws, especially Sections II and IV.3
- 1.1.2 Call Committee meeting early in the year
 - 1.1.2.1 Ask if any unfinished business from last year
 - 1.1.2.2 Check number of Active Members and pending applications
 - 1.1.2.3 Review Standing Rules and Guidelines
 - 1.1.2.4 Review acceptance criteria for applicants and agree on them for the year
 - 1.1.2.5 Decide on ranking method to be used for year
 - 1.1.2.5.1 Full ranking - this method should always be used
 - 1.1.2.5.2 FIFO will NOT be used. After using it part of the year in 2008, the general membership protested and the Membership Committee resolved to discontinue the practice permanently.
 - 1.1.2.6 Discuss how to conduct business - meetings versus e-mail
 - 1.1.2.7 Ensure new Secretary understands his job
 - 1.1.2.7.1 NOTE: It is very important that the Fellowship Forum Secretary and the Membership Committee Secretary establish a relationship at the beginning of the year such that all changes in membership status for any members are promptly communicated between them, in order that each have an accurate record of the number and list of Active and Inactive members. Also, changes should be promptly communicated to the Fellowship Forum Database Manager (currently Ed Davis) so that the Fellowship Forum database can be kept current. Further, the e-mail address of any newly elected member should be communicated promptly to the Fellowship Forum E-mail Group Moderator (currently Skip Ross) so that the new member can be added to the e-mail group.

1.2 When an opening occurs (due to a member's death or change to Inactive status), take required action:

- 1.2.1 Recommend to the Governing Board that new member(s) be admitted.
- 1.2.2 Receive from members any new proposals of candidates for membership - have them distributed to Committee members.
- 1.2.3 With the Committee, determine which candidate(s) will be recommended for election. The By-Laws and MC Standing Rules and Guidelines define the process to follow with the candidate's application(s).

1.3 Keep the Fellowship Forum Secretary and the Fellowship Forum Database Manager informed of all changes in membership status on a timely basis.

- 1.3.1 The FF Secretary is the official keeper of the number of Active members
- 1.3.2 The database manager (Ed Davis) keeps the Fellowship Forum member database current

2 New Member Qualifications

- 2.1 New member qualifications are described in the "*Standing Rules & Guidelines*" posted on-line in "*Fellowship Forum Membership Committee Chairman's Job Information*"