



Northern Division

THE PURPOSE OF THE MEMBERSHIP COMMITTEE SHALL BE TO:

1. INCREASE MEMBERSHIP OF AFSS BY:
 - A. DISTRIBUTING AFSS ORIENTATION BROCHURE
 - B. PERSONALLY CONTACTING NON-MEMBERS
 - C. ORIGINATING, MAINTAINING, AND DISTRIBUTING AFSS INTRODUCTORY MATERIALS.
2. MAINTAIN AN ACCURATE, UP-TO-DATE AFSS MEMBERSHIP ROSTER AND MAILING LIST.
3. RESEARCH, ORDER AND MAINTAIN MEMBERSHIP ITEMS SUCH AS AFSS NAME TAGS.

THIS COMMITTEE SHALL ACCOMPLISH THESE GOALS BY:

1. Designing and drafting a Membership Orientation Brochure, Membership Renewal Invoice, and Membership Application Flyer, along with quotes for printing costs, and submit to Executive Board for approval by end of February each year.

Upon approval, forward finished Membership Flyer to Corresponding Secretary by end of March for use in membership renewal. Membership Flyer is to include description of various types of membership and applicable dues. Flyer is to specify all monies to be sent to the Membership Coordinator, are due during month of July, and are delinquent by September 1st of that year. The Membership Coordinator will forward all membership dues to the Treasurer in a timely fashion.

Membership Orientation Brochure is to be maintained by Membership Committee. Contact should be made with Conference Committee prior to printing Brochure/Flyer to determine if they are to be used at various conferences.

As of January 2002, vendors for ordering membership items are:

- A. Flyers/brochures: Auburn Oaks Printing Service, 11860 Kemper Road, #10, Auburn, CA 95603 (530-885-7411).
 - B. Nametags: All Action Awards (530-666-0640) - send copy of order to Division Treasurer to confirm payment.
 - C. Letterhead and envelopes: CFCA at no charge.
2. Preparing a Newcomer's Package, which will include: Membership certificate, individual name tag, membership directory, Welcome letter from Division Membership Coordinator, AFSS pin, and copies of AFSS Bylaws and Northern Division Guidelines.
 3. Conducting annual Membership Renewal mailing in May to all active Division members and also to non-members to encourage membership. Mailing may include Membership Orientation Brochure and/or descriptive flyer.



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4. Providing name badges to newly elected Executive Board members.
5. Broadening membership to include governmental, military, special district, volunteer, and other fire agencies, etc., as well as individuals/organizations with a vested interest in the Fire Service.
6. Maintaining a Membership Directory. Directory should be provided to all members.
7. Contacting Recording Secretary following each General Membership meeting, as well as the Education/Training and Conference Committees following each AFSS Training Workshop and/or Conference, to ascertain non-members and guests in attendance at said meetings. Follow-up with AFSS Orientation Brochure and Flyer to each to encourage membership. Personal contact is also recommended.
8. Devising methods, in cooperation with the Communications Committee, of advertising AFSS membership at AFSS Training Workshops/Seminars
9. Overseeing the welcome of new members by telephone and verifying they are, in fact, new to the Division. Give new member a brief overview of Division activities and plan to meet and introduce them at the next quarterly meeting. Inform the President of said introduction prior to start of meeting.
10. Contacting members of neighboring agencies to suggest contacting their surrounding non-member agencies.
11. Preparing and forwarding Committee activity news articles to the Communications Committee for inclusion into the Division Newsletter.
12. Obtaining Executive Board approval prior to entering into any contracts or financial obligations.
13. Furnishing Historical Committee with copies of all documents relative to Committee activities for inclusion in AFSS historical files.