



Membership Committees: To Do List

Courtesy of NEWH/Dallas

1. DEVELOPING TARGET ACCOUNT LIST - All committee members/shared
2. FOLLOW-UP WITH REPEAT GUESTS THAT ARE NON-MEMBERS / UPDATE PROSPECTIVE GUEST LIST (PHONE/EMAIL)
3. THANK YOU NOTES TO NEW NEWH MEMBERS
4. ASSIGN SPONSOR/BUDDY TO NEW MEMBERS
5. RSVP PROGRAMS LIST
6. FOLLOW-UP LETTER TO OBTAIN LOST FUNDS FROM MEETING
7. CURRENT MEMBER LIST UPDATE WHEN CHANGES OCCUR
8. MEETING SET UP / LITERATURE, SUPPLIES, CASH, CC RECEIPTS, MISC.
9. GREETER AT MEETINGS
10. CHECK-IN AT MEETINGS
11. MAIL OUT NEW APPLICATIONS TO PROSPECTIVE MEMBERS