

TIMELINE – MEMBER SERVICES

DATE	ACTION
As scheduled	Attend the monthly Board meeting. If unable to attend, send a report prior to the meeting to the President.
Monthly, 3 rd Wednesday	Attend the monthly General Meeting, or arrange to have another Board member fill in for you. It is essential for someone to represent the Membership Committee at every monthly meeting, no exceptions. Oversee the registration desk at the entrance (1 helper is essential, 2 desirable).
Monthly	Usually by the 3 rd week of the month, unless otherwise requested by Newsletter editor: Email any membership related notices to newsletter editor to be included in upcoming monthly newsletter, including new member names.
Oct. 15 th	Begin to prepare for Membership Renewal campaign. New members who have joined COF between September 1 and December 31 of the current year shall be considered fully paid through the following calendar year. They shall be invoiced for renewal dues for the second full year and thereafter, following the commencement of their new membership. Submit reminder article to Newsletter editor for members to take advantage of early renewal discount.
Nov. 16	Confirm renewal and annual meeting reminder email was sent by membership system.
Jan. 7	Confirm renewal day notices were emailed
Jan. 31	Confirm grace period email notice was sent
Monthly	Submit checks and cash collected to Treasurer
As Needed	Submit expense reimbursement request to Treasurer