

**SAMPLE ORIENTATION ROUNDTABLE FOR VICE PRESIDENTS OF MEMBERSHIP,
MEMBERSHIP CHAIRS AND VICE CHAIRS OF RESOURCE GROUPS**

Record Keeping

- Membership Dues Invoicing (refer to Membership Section in Local Chapter Section)
 - WCR National Invoices REALTOR® and National Affiliate Members
 - VPM Invoices Local Affiliate Members (who do not appear on National rosters)
- Changes of Address sent to National WCR
- New Member Applications (*Golden Rule: Do not Hold Applications, Get them in to National*)
- Deposit the Dues Check from National WCR in a Timely Manner
- Use the Chapter Management Center for tracking membership, creating Not Yet Renewed Report, etc.

The Membership Committee

- Divide the Membership Roster among Committee Members
- Contact Every Member before Every Meeting, especially new members for their first meeting
- Member-Get-A-Member Campaign
- Incentives
- Each committee member is assigned new members to get them involved as soon as possible.

Promoting the Value of the Council

- Visit Real Estate Offices to Post Meeting Notices and Other WCR Information
- Carry Extra Flyers and Membership Applications in the Car
- Host Programs or Offer to Introduce Speakers at the Local Association Office