



Membership / Setup / Administration / Orientation Committee

Duties for **Membership**

Last updated 9/15/09 by Jenny Schnell

Responsibilities:

- Data Entry of New Members and Overall Attendance (sign in and head count) to LP Net Roster
- Welcome email and information to new members
- Data Entry New Entries for Committee Member Signup Sheet
- Monitor and respond to LPNet Webmail
- Print and deliver Signup Sheet created from LPNet Roster
- Print and deliver Name Badges created from previous week's New Member Sign in Sheet
- Print and Deliver Job Opportunities for White Board.

Entry of New Members in LP Net Roster:

- After each meeting **collect** the **Sign in Sheet** and the **New Member Sign In Sheet**
- Access the LP Net Roster and create a new tab (New Members MM-DD-YY).
Enter the information below from the New Member Sign in Sheet.

New Members attending August 18th meeting				
Last	First	Email	Phone	Detailed Description

Welcome New Members via email:

We have been welcoming new members with a welcome messages and an attached word document (Welcome.doc).

Retrieve this by accessing the last welcome email sent and forwarding.

- Access LPNet's webmail:
http://www.lpnet.org:2095/3rdparty/roundcube/?_task=mail

user: membership@lpnet.org
password: courage
- Send welcome email to all new members as BCC

- Monitor bounce backs and correct data. Most errors will bounce back quickly and it will be more efficient to correct the roster at this stage. If something bounces back later on, please correct all data in the roster.

Name Badges for New Members:

- Create Name Badges from New Member information on Avery #5390 Name Badge Insert Refills
Name (Arial 28 font)
Profession (Arial 20 font)
- Secure in Avery #74549 Pin Name Badges and *deliver to next week meeting.*

Entry of Returning Members in LP Net Roster:

- Access the recently updated LP Net Roster
- Locate the returning members in the inactive section
- Change status in column A in roster to blank.
- Mark them in for the week.

Entry of Attendance and consolidation of New Members in LP Net Roster:

- Access the recently updated LP Net Roster
- Copy and paste last week's Master to a new tab, Name this Master Month & Date
- With the Sign in Sheet mark attendance with an x for that column's date
- Copy new members (from the sheet your created earlier) to this sheet in the proper columns
- mark them as attended
- Re sort the list by last name (make sure you select all names so you capture the **returning members** in the inactive section)
- Renumber the list
- Calculate attendance
- Make note of head count
- Make any members who have not attended in 6 weeks *inactive.*
- Send inactive list to the **Alumni Team**

Entry of Returning Members in LP Net Roster:

- Change status in column A in roster to blank.
- Mark them in for the week.

At this point save and email this list to Gordon.

- Add a column for next week's date
- Hide all information with the exception of
Number (column A)
Next week's date
Last Name
First Name
Profession
- Format with rows to repeat at top, print and deliver to next week's meeting.

Entry of New Committee Members on the Committee Member Signup Sheet:

- After each meeting **collect** the **Committee Members Sign up Sheet**.
- Access last week's Committee Member Sign up Sheet and enter new names where necessary in **RED**.

At this point save and email this list to Gordon.

Note: Gordon will often make changes to this list. It might be easier to reformat and print this later on in the week.

- Change all phone numbers and email to yellow font (to hide, but still retain the column on the sheet)
- First and Last names to black font.
- Reformat, add new blank lines if necessary and deliver to next week's meeting

Monitor and respond to LPNet Webmail:

- Access LPNet's webmail:
http://www.lpnet.org:2095/3rdparty/roundcube/?_task=mail

user: membership@lpnet.org
password: courage

- Check email several times a week and respond appropriately.

Print and Deliver Job Opportunities for White Board:

- Print out any interesting job opportunities
- Coloradoworkforce.com, search on Boulder County. Print out list (landscape).
- ***deliver to next week's meeting***