

Addendum B.

Membership Enrollment Process

When membership applications are received by mail, whoever checks the P.O. Box should separate the check and application, giving the check to the Treasurer and the Application to the Secretary (for filing) at the next meeting. *In rare instances, if there will be a long time between meetings, like there was during the COVID-19 pandemic, it's acceptable for whoever checks the P.O. box, as long as they are a signer, to deposit the checks in the bank and hold the applications for the secretary.*

Whoever receives the PayPal notification for online renewals, (if not either the Secretary or Treasurer), is responsible for notifying both the Secretary and Treasurer of the transaction, thus initiating the Membership Enrollment process.

Every NEW member shall receive a welcome packet, the contents of which may change from time to time, but they will **always** contain the following:

- Membership Certificate (Associate, Full, or ECT)
- A flyer with current club info
- A local ham guide with info about nearby repeaters, nets, etc.
- A branded item, such as a decal, pin, or a patch

Falling under the category of club correspondence, the Secretary, and/or his/her designee, will maintain the welcome packets and send them no later than 30 days after a new member joins.

The Secretary, and/or his/her designee is also responsible for maintaining the membership roster on Hamclub Online. New and renewing members should be updated in the system as soon as possible.

Membership Renewal Process

Annually, the club will do a membership renewal campaign no later than January 31st, which will include the following:

- Sending out an email blast to all *Expiring Soon* or *Recently Expired* members.
- This will be followed up no more than 30 days later, with a postal mailing that includes a Membership Application and a Self-Addressed Stamped Envelope.
- At this same time, *Inactive* members will be sent a postcard reminder.

Falling under the category of club correspondence, the Secretary, and/or his/her designee is responsible for carrying out the renewal process.

New Ham Outreach

One of the benefits of membership in the WSSM, besides the camaraderie, fun activities, and public service that we offer, is to foster new generations of hams and share our combined knowledge to help newcomers to the hobby experience it more fully. But, in order to do this, we need to be able to reach out to hams who we may not have met yet.

One way we can do this is through an outreach campaign. This campaign will include the following:

- Send a QSL style postcard to newly licensed hams in Southern Maine.
- If this generates a response or new membership, we will assign a club member to be that ham's point of contact and to act as an elmer. *This can be any club member who volunteers to do so.*

Expanding the Roster

Membership in the club is not limited to just hams in Southern Maine. Since we are involved in several on-air activities a year, our footprint is global, and there are hams who are interested in what we do, and choose to join our club from all over the world. We have club members in Italy, Germany, Palestine, and across North America – some who have visited the area and seen us in person during one of our activities, and others who we've only spoken to on the air.

To continue building on this interest, and to expand our roster further, we need to reach out to hams who have worked us during special events and portable activations and also requested QSLs by including a postcard inviting them to join, with each response. In most cases, their QSL request already includes return postage, so there is little to no postage cost associated with this campaign.

Falling under the category of club correspondence, the Secretary, and/or his/her designee, will carry out this process. If different from the Secretary, the same person who is responsible for QSLing should assume this task.

Roster Maintenance

Article III, Section 3 of the Constitution says the Secretary "shall keep a roll of members," and is therefore responsible for maintaining the roster, but he/she may be assisted by any officer or designee with this task.

Maintenance of the Club Roster shall include the following:

- Every new member will be added to our newsletter distribution list.
- Check to make sure we have accurate and current contact information (should be performed monthly).
- Ask at meetings if everyone in attendance is receiving club announcements and if not, do some quick troubleshooting. If more attention is needed, designate the task to a campaign manager admin who can offer further assistance.

Helping Hams

Part of our mission of making sure club members, especially new hams, can enjoy the hobby to its fullest, is helping them get their stations up and running. Sometimes this is a big task and requires the help of several others, but it can also be a simple task that only requires a phone call to talk it over or an extra hand to help set something up. Either way, we have created a platform called *Helping Hams* to help organize these projects.

Although *Helping Hams* is a Google Sheet that is mostly self-managed, there are some tasks associated with maintaining it, including the following:

- Check to see if there are any scheduled projects and if the scheduled time passes, ask at the next meeting if it was completed and update as necessary.
- If certain projects have no activity, or nothing is scheduled yet, check on the status at the next meeting and update as necessary.
- Remind volunteers that have offered to help with a project to reach out directly to the individual who requested the help. There is no moderator and no one will act as an intermediary.

Being the creation of the President, it shall be the responsibility of the President and/or his/her designee, to maintain the *Helping Hams* platform.

