

MEMBERSHIP COMMITTEE GUIDELINES

The Membership committee shall be appointed by the Board of Directors at the first meeting of the board after the Annual Meeting. The committee should consist of the Chairperson and two additional members. If at all possible, the committee should have sectional representation. These members, spearheaded by the chair shall work to promote BHCA membership through the specialty clubs within their section. With the goal in mind to have 100% of all members of local clubs to also become members of BHCA.

In order to accomplish this goal, the chair shall contact the Corresponding Secretary and request a copy of all of the BHCA Specialty Clubs most recent membership list that has been provided to them by the specialty clubs in order to be approved for their events.

The committee shall then review each Specialty Club's membership list and each member of the committee should be responsible for contacting any member within their section (or distribute the numbers equally at the discretion of the committee) that is on the current list that is not already a member of BHCA to encourage them to join. It is suggested the Corresponding Secretary also provide them with a copy of the most recent membership application to share with any potential new members. The committee may also use Constant Contact to make an initial contact encouraging them to contact a committee member or that submitted an application to join BHCA.

After each AKC sponsored Meet the Breed, if possible, the committee should follow-up with any individual or family that attended this public event.

On Jan 1st of each year the Chairman shall contact the BHCA Treasurer and ask for a list of all non-paid members that have not renewed their membership for the current membership year. The committee shall contact those on the list and advise them that they are still eligible to continue their membership in BHCA for the current year by paying their dues and a \$10.00 late fee, up until the Annual Meeting held at the fall Nationals. If a member doesn't pay their dues by the Annual Meeting they will be permanently removed from membership and would have to re-apply for membership. They should also provide the members with instructions on how to renew

their dues online or be willing to send them a renewal form if they request one. The renewal form and instructions for paying online can be provided by the Treasurer to the Chair. It is important that the committee chair work closely with the Treasurer in order to keep each other updated on those who may have paid their dues after the Jan 1st date.

The Committee Chair shall also contact the Rescue Advisory Chair after their annual Rescue Day held at Nationals each year to see if there were any attendees who completed an application as well as those that expressed an interest in becoming a member.

Approved, October 1997

Revised May 31, 2008

Approved March 7, 2020