

Membership Chair:

The membership chair works with the committee to brainstorm membership drive initiatives, set up questionnaires and forward responses to the communications director. They also report the number of members and any initiatives to the Board at monthly meetings.

Once you receive an email of new membership from the Assistant Secretary:

- in Google Drive, open 'Membership Form (Responses)' and 'Members List CURRENT.xlsx', copy info from Responses to Current, arrange alphabetically by last name (Create a new Sheet each year, starting at the AGM)
- Open '2021 Thank You for Becoming a Member 1' Document, change name and date, print (ensure year is correct)
- Write name and year on Membership card
- Stuff envelope with letter, membership card and 3-fold flyer
- Mail envelope (keep receipts for reimbursement)

(If running low on membership cards or 3-fold flyers, templates are in the Google Drive)

All members: Add contact info to master spreadsheet – current year sheet in Google Drive

New members: Add contact info to Mailchimp Friends lists

Add member to "members only" section of website (see below)

Max. 1 hour weekly (as needed)

Website Administrator or Membership Chair: Managing the Weebly Gaelic Society Members Only Page:

Add Members:

1. Log into Weebly
2. Click on "Edit Site"
3. From the top menu at left, click on "Settings"
4. From the left vertical menu, click on "Members"
5. Click on the "+ Add Member" button
6. Enter the email address into the "Email" box
7. Enter the first and last name in the "Name (optional)" box
8. Add a message into the email invitation box:
Thank you for your support with your membership purchase. Included in your membership benefits is access to the Member site login. This is your invitation to log in. If you experience any issues, please email us at gaelictoronto@gmail.com
9. Ensure the box for "Email member an invitation to log in" is checked
10. Click the green "Add Member" button when finished

****Annually, remove all members from Weebly and start fresh at the AGM**

Max. 1 hour weekly (as needed)

Total Time required: Max. 4 hours monthly