

MEMBERSHIP COMMITTEE DUTIES

Updated 3/3/2010

I OVERVIEW

The Membership Committee consists of the formal Membership Committee itself plus two Subcommittees. It also oversees the organization's Sponsor/Mentor program. The duties of all are described below. All appendices identified herein are available as separate forms on the website in the ANNEX under Membership Committee.

The Membership Committee has the following roles and responsibilities:

1. Annually, establish and then maintain a Membership Committee Plan defining specific activities to be completed by each committee member for the next year.
2. Provide a monthly status report (See Appendix A) on activities and progress against this plan and update the plan as appropriate.
3. Develop and maintain descriptions of the duties of the following:
 - a. The Membership Committee itself
 - b. The "Rotary Cares" Subcommittee
 - c. The "Orientation" Subcommittee
 - d. The "Sponsor/Mentor" Program
4. Conduct activities necessary to maintain and/or increase total membership in accordance with the Goals of the Strategic Plan.
 - a. Encourage all members to seek out potential new members to reflect the Edmonds community and are informed, motivated, and effective in leadership.
 - b. Ensure that a membership survey is conducted annually to assess level of interests and satisfaction.
 - c. As new candidate members are identified and express interest in becoming a member, ensure that a Sponsor/Mentor is assigned to guide the new candidate member through the subsequent steps of becoming an active member.
 - d. Once the subsequent steps have been completed (see Sponsor /Member Duties below), the Membership Director will recommend to the Board that this candidate be invited to join and with Board approval, notify the Sponsor of this action.
 - e. Provide an effective new member orientation program. See the Orientation Subcommittee Duties section provided below.
 - f. Conduct exit interviews with members who choose to resign from the Club to identify those things that could be improved within the Edmonds Rotary to identify ways to prevent future resignations. See Appendix E "Exit Interview Steps".
 - g. Using input from the Secretary, provide a list of members who frequently miss meetings and attempt to determine the cause and encourage them to participate more actively or take other steps as appropriate (e.g., arrange for a leave of absence).
 - h. Annually review the list of Honorary Members and Friends of Rotary and recommend additions/deletions using the criteria provided in Appendix B.
5. Establish and conduct a meaningful new member Sponsor/Mentor Program.
 - a. Identify active members who are interested in and willing to become mentors
 - b. The Sponsor/Mentor Duties sections provided below provide lists of duties to consistently aid Sponsor/Mentors in guiding new members through all of the steps necessary to become a fully engaged member of the Edmonds Rotary Club
6. All members are encouraged to identify and recommend to the Membership Committee, ideas to improve the Membership Committee program.

II ROTARY CARES SUBCOMMITTEE DUTIES

To increase retention of new and current members, a subcommittee called "Rotary Cares" has been established. Currently, the Secretary is charged with completing these tasks. The tasks of this subcommittee are to:

1. Contact members who missed meetings to encourage them to keep their attendance current. Includes identifying any make-ups on record and providing options for other make-ups.
2. Send cards to members who missed a meeting when their anniversaries or birthdays would have been celebrated.
3. Initiate regular communication with members who are on a leave of absence, offering encouragement and support.
4. Send cards to members who are ill or in need of sympathy. When someone has an illness or is in need of sympathy, it should also be a time for the President to make appropriate announcements and inform the membership regarding how that member is doing.
5. Identify and recommend to the Membership Committee modifications of these duties and/or proposed additional duties aimed at continually improving the effectiveness of Rotary Cares.

III ORIENTATION SUBCOMMITTEE DUTIES

To ensure that candidate new members are provided a clear, in-depth understanding of Rotary and the roles and responsibilities that will be expected of them as a part of their membership, each will be given a detailed orientation. This orientation will be provided by a senior member of the Membership Committee's Orientation Subcommittee. The duties necessary to successfully complete the orientation are:

1. Greet the candidate and ask questions to determine Rotary interest, relationship with the Sponsor, profession, significant lifetime experiences that are relevant to being a Rotary member, determine the appropriate Classification and learn what led to the candidate's interest in Rotary.
2. Provide to the candidate a review of the Member Information Manual, reminding the candidate that, upon joining, they will receive a copy of their own and advising them to use it as a reference. The review should include as a minimum the following:
 - a. A detailed walkthrough of the Manual with the candidate, addressing selected specific sections and paragraphs to include at least:
 - i. The four way test
 - ii. The object of Rotary
 - iii. History of Rotary
 - iv. Things unique about Edmonds Rotary
 - b. Review how the candidate was selected and the importance of membership, participation, and attendance
 - c. Review in detail the fees, dues, costs, etc. associated with Rotary membership to ensure full understanding of these elements and if the candidate expresses the interest to join at that time, provide the candidate with an initial bill.
 - d. Describe the purpose of the Red Badge and Blue Badge steps to full membership and review the requirements to achieve each full membership (i.e., obtain a Blue Badge) . Note that a "Sponsor/Mentor" will be assigned to help guide the candidate through this transition.
 - e. Cover the two foundations and examples of fund raising projects and community and international projects undertaken by the club, using the latest list.
 - f. In the Manual, go over the club roster, organization of committees, suggesting that the candidate be prepared to choose a committee on which to serve as soon as possible.
 - g. Briefly describe the budget and note where and when the Board of Directors meets, noting that attendance at a Board meeting is one possible requirement to move to Blue badge status.
 - h. Provide a recent copy of the Rotary magazine
 - i. Take time to answer questions.

This orientation session should require approximately 45 – 50 minutes.

IV SPONSOR DUTIES

As a part of the process of recruiting new members, each Rotary member is encouraged to identify people in the community who they believe would be good members especially those with classifications that are lacking within the current membership. Once a potential member has been identified the member who identified the potential member should invite that person to attend a regular meeting and guide that person through the initial introduction to Rotary. To ensure that a guest is properly welcomed, the steps defined in “Guest/Walk-In Duties” (See Section VI below) should be followed. If the guest expresses further interest in becoming a member of the Edmonds Rotary, a regular member will then be assigned to take on the role of Sponsor – see details below.

While we recommend that the member who makes the initial contact to invite a guest take on the duties of a Sponsor, we recognize that this person may not wish or be able to perform these duties in which case another member can be requested to pick up this role. The Membership Director should be notified who each Sponsor is. In any event, the duties listed below should be completed.

Occasionally, someone will notice that a Rotary meeting is being held and will drop in to see what Rotary is all about. These guests are to be welcomed similarly to invited guests as described in the “Guest/Walk-in Duties” (Section VI below).

1. Invite a proposed candidate member to a luncheon meeting and introduce him/her to the members at that time.
2. Complete the Part 1 of the New Member Proposal Form (See Appendix C) and provide it to the Secretary.
3. Provide, as a loan, a copy of the Rotary DVD which provides a formal overview of Rotary International for the potential member to review at their leisure.
4. Contact the proposed candidate member after their initial meeting with the Edmonds Rotary to identify those things that they found attractive and anything they found to be potential barriers to their becoming a new member
5. Encourage the proposed candidate member to return to a subsequent luncheon meeting and provide him/her with an Invitation to Lunch card to encourage their return.
6. When the proposed candidate member indicates sufficient interest in becoming a member, set up an interview session with the Orientation Subcommittee. At this session, the Sponsor will invite the candidate to receive an orientation conducted by a senior club member covering the topics described under the Orientation Subcommittee Duties noted above, complete part 2 of the New Member Proposal form (Appendix C) and return it to the Secretary.
7. The Secretary will post the candidate’s New Member Proposal form on the Badge Box at the entrance to the meeting room and members will have the opportunity over the next two weeks to raise any objections to this candidate becoming a member. After that time and at the next the Board of Directors meeting, the Board will approve/disapprove the candidate’s application for membership and notify the Sponsor of that action.
8. The Sponsor will inform the candidate of the Board’s decision and if the candidate’s application is approved, an induction ceremony will be conducted at a subsequent regular meeting. At this ceremony, the Sponsor will introduce the new member, provide a “Red Badge” and Rotary Pin and formally induct the new member into the Club.
9. As an incentive for bringing in new members, after a new member completes the Blue Badge – Red Badge transition, the Sponsor will be awarded free lunch for one month. Be sure to remind the Treasurer to ensure that you are provided with this benefit!

V MENTOR DUTIES

Because it is very important that the Mentor Program be effective and performed consistently, the membership committee has proposed to institute a practice whereby a set of 4 or 5 experienced Active Members are identified as Mentors and it is from that group that a Mentor for each new member will be drawn. These identified Mentors will be asked to commit to actively performing all of the Mentor Duties described below and to be available to the new member as necessary to ensure that the new member feels welcome and is comfortable asking for any guidance to make the transition to full membership as smoothly and effectively as possible.

Once a new member has been inducted into the club (i.e. paid their dues and given a “Red Badge”), a Mentor will be assigned by the Membership Committee to guide the new member in completing their obligations to become a full Blue Badge member and assist the new member in becoming a fully functioning member of the Rotary Club. To facilitate this, a New Member Checklist is provided in Appendix D. Although it is the responsibility of ALL members of the club to contribute to the development of each new member, the responsibility primarily lies with the new member’s Mentor as follows:

1. The overall duty of a Mentor is to foster the development, growth and retention of new members to the club by integrating them more fully and deliberately via participation in key activities and experiences that make one a Rotarian.
2. The responsibilities of the Mentor are primarily to ensure that new members are guided through the initial steps to:
 - a. Reinforce the member’s understanding of the history and overall purpose and objectives of Rotary, building upon and clarifying the information that was provided during the Orientation meeting.
 - b. Help them become familiar with and apply the 4-Way Test
 - c. Help each new member to:
 - i. Understand the Rotary Cares initiative
 - ii. Review and understand the Edmonds Rotary By-Laws to include the steps the candidate must take to become fully fledged member.
 - iii. Participate as necessary to complete the steps required to transition from Red Badge to Blue Badge status. The expected time for completion of this transition is up to 6 months with encouragement to complete it as soon as possible.
 - iv. Become committed, active, participating members of the Edmonds Rotary and Rotary International as appropriate.
3. Review the various committees and help the new member choose one to participate on. The Edmonds Rotary By-Laws, found in the ANNEX on the web site provide information regarding the various committees and their duties.
4. Assist the new member in gaining familiarity with the ClubRunner account. A log-in can be obtained from the Secretary.
5. As the new member completes each required step towards the Blue Badge, enter the date on the New Member Checklist and when all Blue Badge requirements are met, provide the completed checklist to the Secretary and notify the President and Membership Director so that they can schedule the Blue Badge ceremony.
6. Identify and recommend to the Membership Committee, ideas to improve the Mentor program.

VI DEALING WITH GUESTS & WALK-INS

An important part of the Greeter's duties is to ensure that a guest is either accompanied by the person inviting them or handed off to the Secretary. It is very important that we extend our hospitality to the guest from the time they arrive until the meeting ends. If the person inviting the guest cannot do this, it is critical to identify a regular member to take on that duty. Consequently, the Secretary will find an active member at the meeting who will be willing to take on this important task. The following are steps for welcoming a guest:

1. The Secretary will obtain the guest's contact information and, if necessary, introduce the guest to an active member who will be responsible for the guiding the guest throughout the meeting by doing the following:
 - a. Introduce the guest to at least the members seated at the table where lunch will be taken
 - b. Help the guest get a meal
 - c. Engage the guest in relevant conversation and explain how the meeting will unfold, i.e., what activities will take place, the purpose of the "Happy Bucks", etc. and answer any questions as best you can or take a note to find an answer if you are unable to provide one immediately. .
 - d. Ensure that the guest is comfortable and at the end of the meeting, ask if there is anything about Rotary (in general or Edmonds, specifically) that you could provide. Also invite the guest to return to a subsequent meeting if interested in becoming a member and indicate that you will be happy to follow up in the near future to reinforce the invitation. Provide the guest with a free lunch card to encourage their return.
 - e. After the guest has left, brief the Secretary and/or President with a summary of your interactions and observations regarding the potential of this guest as a new member.
2. Unless this guest explicitly indicates that he/she is not interested in becoming a member, the Secretary will ensure that the Membership Committee is provided with the guest's contact information and any relevant personal information provided by the person who guided the guest during the meeting
3. The Membership Committee will specifically assign a committee member to follow up with the guest to discuss the possibility of becoming a new member and encourage the guest to return to a subsequent meeting. Specific duties are:
 - a. Offer to provide a loan copy of the Rotary DVD to gain a greater understanding of Rotary and what it means to be a member.
 - b. Offer to meet the guest and the next meeting that is convenient for him/her to attend and be willing to help the returning guest be comfortable at the next meeting, introducing him/her to additional members, getting lunch, answering questions, etc.
 - c. Ensure that the returning guest is introduced to the Orientation Subcommittee chair (Carl Swenson) or if that is not possible, to a senior member who can provide a more historical background of the Edmonds Rotary and/or Rotary in general during the meeting.
 - d. If the returning guest indicated a further interest in becoming a member, identify which active member will be willing to act as that person's Sponsor and/or Mentor. This person should then take on the tasks identified above for those roles.

APPENDIX A
MEMBERSHIP STATUS REPORT FORM

MEMBERSHIP COMMITTEE STATUS REPORT FOR DATE: _____

○ MEMBERSHIP COMMITTEE ACTIVITIES

○ ROTARY CARES ACTIVITIES

○ ORIENTATION ACTIVITIES

○ SPONSOR ACTIVITIES

○ MEMBERS' IDEAS FOR CANDIDATE NEW MEMBERS

- NAME _____ SPONSOR _____
- NAME _____ SPONSOR _____
- NAME _____ SPONOSR _____

○

○ CANDIDATE MEMBER STATUS: RED BADGE -> BLUE BADGE PROGRESS

- NAME _____ MENTOR _____
- STEPS REMAINING TO BLUE BADGE STATUS _____
- NAME _____ MENTOR _____
- STEPS REMAINING TO BLUE BADGE STATUS _____

○ ATTENDANCE FOLLOW-UPS

- MEMBER _____ % _____ FOLLOW-UP BY _____
- MEMBER _____ % _____ FOLLOW-UP BY _____

○ MEMBER TERMINATIONS

- MEMBER _____
- FOLLOWUP RESPONSIBILITY _____
- REASONS PROVIDED:

APPENDIX B

CRITERIA FOR HONORARY MEMBER/FRIENDS

The Membership Committee will meet in May of each year to apply the criteria and to identify new candidates to recommend becoming an Honorary Member or Friend of Rotary plus determining if any current member of either category should no longer be retained as such. These recommendations will be presented to the Board for their consideration at their June meeting and the Board will make the final selection. The Board may also identify additional people for each category. The criteria for Honorary Member, as defined in the Rotary International by-laws are:

4.050. Honorary Membership.

4.050.1. Eligibility for Honorary Membership.

Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in more than one club. The term of such membership shall be as determined by the board of the club in which they hold membership.

The Membership Committee's criteria for bestowing the designation Honorary Member are provided below.

1. Honorary Member Criteria: The purpose of this category is noted above as defined by Rotary International By-Laws section 4.050. To be designated as an Honorary Member, the candidate must meet a significant number of the following criteria at the discretion of the Board:
 1. Have been an active regular member for a minimum of 3 years with attendance record of not less than 80% averaged over that period. (Exceptions for extenuating circumstances e.g., illness, etc.)
 2. Continues to be active in Club activities by attending at least 2 meetings each year and when able, to volunteer at least one shift at a club-sponsored event
 3. Have served as a club officer in at least one major position (e.g. President)
 4. Have participated as a member of a committee or served as an officer at the District or higher level
 5. Been recognized as a Paul Harris Fellow
 6. Have been an active participant in at least three major club projects and leader of at least one (e.g., Waterfront Festival, Trinity Place, etc.)
 7. Sponsored at least 2 new members
 8. Is the spouse of a deceased member who was or had been nominated as an Honorary Member and who is engaged in Rotary activities at the local and/or higher levels.
2. Friends of Rotary Criteria:
 - a. Any member may request that a candidate be considered a Friend of Rotary at any time.
 - b. The candidate must have contributed to Rotary by actively participating in a Rotary project in a significant manner.
 - c. The Board will approve/disapprove the request and notify the requester.

APPENDIX C



The Rotary Club of Edmonds

P. O. Box 115, Edmonds, Washington 98020 USA
(425) 771-1744

NEW MEMBER PROPOSAL – Part 1

To: Board of Directors, Rotary Club of Edmonds

From Member: _____

I wish to propose the following person for membership in the Rotary Club of Edmonds. I understand that his/her name is being submitted for *consideration only* at this time and that I will be contacted regarding the next steps to membership if approved.

Name: _____

Employer: _____

Position: _____

Business Address: _____

City/Zip Code

Business Phone: (_____) _____ --- _____

Business E-mail _____ @ _____

Home Address: _____

City/Zip Code

Home Phone: (_____) _____ --- _____

Cell Phone: (_____) _____ --- _____

Home E-mail _____ @ _____

Suggested Classification: _____

Date Submitted: _____ Date approved by Board _____

Check Off List: Interview with Prospect _____ Orientation _____
Fees Collected _____ Induction _____

Copies to: Membership Chair, Club Secretary, Orientation/Classification Chair

Upon induction into the club, please complete the reverse side of this form.

NEW MEMBER PROPOSAL – Part 2
Congratulations -- We are delighted to have you as a member
of our club and Rotary International

Your Nickname: _____ Today's Date: _____

Where do you want your mail sent? Home ____ Business ____

Where do you want your email sent? Home ____ Business ____

In Rotary, we celebrate special occasions as part of our fellowship and some of this information is requested by Rotary International. We appreciate you sharing the following:

Your date of birth: ____/____/19____

Spouse's first & last name: _____

Is your spouse a Rotarian? Yes ____ No ____

Wedding Anniversary: ____/____/____ Spouse's birthday: ____/____/19____

Children: _____

Interests: _____

Languages Spoken fluently: _____ Written fluently: _____

Member of previous Rotary Club? No ____ Yes ____

If yes, name of club/City/State _____

Membership #: _____ Dates of membership: _____ to _____

Paul Harris Fellow? No ____ Yes ____

PLEASE SUBMIT A SHORT BIO TO CLUB WEBMASTER.
YOUR SPONSOR WILL HELP YOU WITH THIS.

CLUB DETAILS—To be completed by Club Secretary

Classification: _____

Inducted: ____/____/201__ Sponsor: _____

Badge #: _____ Membership #: _____

**APPENDIX D
NEW MEMBER CHECKLIST**

WELCOME TO EDMONDS ROTARY!

As a new member, you have been provided with a Red Badge. You'll notice that other regular members wear a Blue Badge. Your first duties as a new member are to accomplish a set of required activities necessary to become a "full fledged" member and be provided with your own Blue Badge. Some information about each activity is provided below.

To help you do this, a regular member has offered to be your mentor to guide you through these steps and answer any questions you may have about the Edmonds Rotary. When the full requirements have been met, the Club Secretary will order your Blue Badge and arrange for a presentation ceremony. The following checklist is provided to guide the process:

New Member's Name: _____

Sponsor's Name _____

Mentor's Name: _____

THE FOLLOWING FOUR ITEMS ARE REQUIRED:

<u>ITEM</u>	<u>DATE COMPLETED</u>
1. Volunteer for a committee assignment	_____
2. Give a five-minute classification talk	_____
3. Act as a co-greeter at a club meeting	_____
4. Deliver an Invocation or "Thought for the day"	_____

THEN CHOOSE THREE FROM THIS LIST:

1. Attend a fireside meeting	_____
2. Take attendance at a club meeting	_____
3. Attend a meeting at another Rotary club	_____
4. Sponsor a new member	_____
5. Attend a district assembly meeting	_____
6. Attend a district new member orientation	_____
7. Attend a board of directors meeting	_____
8. Maintain perfect attendance for six meetings	_____
9. Participate for at least 2 hours at a club project	_____

Required Items Completed and President Notified _____

Here are some details regarding the above items:

VOLUNTEER FOR A COMMITTEE ASSIGNMENT

Part of being in a service organization is to help at least one of the various club committees with their work. It is fundamental to idea of participation as a Rotary club member. The list of committees is available on the Rotary Club of Edmonds web site. The section of the By-Laws relating to and identifying the committees is provided below.

GIVE A FIVE MINUTE CLASSIFICATION TALK

The purpose of the classification talk is to allow club members to get to know you better. The classification talk typically covers three areas in the course of five minutes:

- (1) personal life of the member
- (2) the career life of the member
- (3) why they chose to be involved with Rotary.

There is usually adequate time for a classification talk at any of the weekly meetings. Contact the President to schedule.

ACT AS CO-GREETER AT A CLUB MEETING

Acting as a greeter is the best way to get to know the other members of your club. The member scheduled to be the Greeter at any Tuesday are published in the Wave newsletter and on the website Calendar (*Select Calendar on the left margin*)

Contact the scheduled Greeter and arrange for your participation.

DELIVER INVOCATION OR THOUGHT FOR THE DAY AT A CLUB MEETING

The invocation consists of a thought for the day or wish for the future or prayer that you would like to express to the club. The member scheduled to do the Invocation at any Tuesday are published in the Wave newsletter and on the website Calendar. (*Select Calendar on the left margin*)

Contact the scheduled Invocatur and ask him or her if you can substitute for them.

ATTEND A FIRESIDE MEETING

Fireside meetings are an informal get together in the evening at a members home. They typically have a topic for discussion and refreshments are served. Fireside meetings are scheduled approximately four times per year. They are announced at the weekly meeting and appear on the calendar. (*Select Calendar on the left margin*)

TAKE ATTENDANCE AT A CLUB MEETING

Taking attendance is another good way to learn the names of the other members of the club. The club Secretary takes attendance at each club meeting. Contact the Secretary and arrange for your participation.

ATTEND OR MAKE UP A MEETING AT ANOTHER ROTARY CLUB

It is helpful and enlightening to discover how different Rotary clubs operate and address the four avenues of service. Convenient clubs for visiting/make-up meetings are published in the Wave newsletter or on the [District 5030 website](#) or the [Rotary International Website](#)

SPONSOR A NEW MEMBER

Communicate your passion for the Rotary mission and activities to one of your friends and associates. There is a document describing the process for sponsoring a new member. Also the Membership Committee chair can guide you through the process.

ATTEND A DISTRICT ASSEMBLY OR MEETING

The district meetings/conferences/assemblies will be announced at the Edmonds Rotary weekly meetings.

They will also be listed on the calendar and the District 5030 website. (*Select Calendar or Links on the left margin*)

ATTEND A DISTRICT NEW MEMBER ORIENTATION

The district new member orientation is a good way to hear stories about how other clubs in our district are addressing the four avenues of service. The district new member orientation will be announced at the Edmonds Rotary weekly meetings. They will also be listed on the calendar and the District 5030 website. (*Select Calendar or Links on the left margin*)

ATTEND A BOARD OF DIRECTORS MEETING

The board determines the expenditures that the Edmonds Rotary spends on programs as well as determining the direction of the club. Typically, committee chairpersons give reports on the activities of their respective committees at the board meeting.

The board meets on the first Wednesday of every month at 7:30am at the Port of Edmonds conference room 336 Admiral Way. The information is also available on the Edmonds Rotary calendar page. (*Select Calendar on the left margin*)

MAINTAIN PERFECT ATTENDANCE FOR SIX MEETINGS

Perfect attendance comprises either attendance at four consecutive Tuesday Edmonds Rotary meeting or six meetings in any eight week period.

Convenient clubs for make-up meetings are published in the Wave newsletter, on the [District 5030 website](#) or the [Rotary International Website](#)

PARTICIPATE FOR AT LEAST 2 HOURS AT A CLUB PROJECT

A good example of a club project is the work the Edmonds Rotary does in support of the Trinity Place facility. The works typically consists of yard cleanup, apartment painting, cabinet repairs or installation, etc. Opportunities are typically announced at the regular club meetings.

APPENDIX E
EXIT INTERVIEW STEPS

When our Club is notified that a member has chosen to resign, the Membership Committee will identify someone to conduct an exit interview with the resigning member. It is important to the Club to understand why the member has made that choice and if that choice is related to anything the Club should be doing differently to prevent others from making the same choice. The questions provided below are aimed at obtaining the information however, as the interview proceeds, the interviewer is encouraged to let the interviewee talk freely and consider other questions that may develop a deeper understanding. Thus, this list of questions is simply a starting point and should be used as a guide. At the completion of the interview, if you have used additional or different questions, please note those and provide them to the Membership Committee (along with the responses) for possible addition to the list provided and future use.

Rotary Club of Edmonds Member Exit Interview

Interviewee Name: _____ **Date** _____
Interviewer Name: _____

The Edmonds Rotary Club has received your notice of resignation. As part of my job on the Membership Committee, I would like to spend a few moments visiting with you about your Rotary membership. Please know that we honor your decision; but we will miss seeing you at meetings and working with you on projects. Because membership is such an important part of our Rotary Club, it would be very helpful to the Club if you would please share a little candid feedback with me.

Per your letter (or phone call, etc.), it is my understanding that you are resigning because of:

We would like to know if you would consider taking a leave of absence at this time, instead of resigning. The Edmonds Rotary does have a 3 or 6 month leave of absence provision so if your situation requires you to suspend your participation for that period, you can select that option. However, you will need to keep your dues current during any leave period.

Do you think you will want to return to our Rotary Club at some point?

Will you be joining another Rotary Club and if so, is there anything we can do to help facilitate that?

Knowing you have probably considered this for some time, was your decision at this time due to what might be viewed as a negative situation that occurred at our Club?

Did your decision have anything to do with something that our Club can correct or change?

What was the best part of your Rotary experience?

Was there an aspect of your Rotary membership that was a disappointment?

Is there anything else that you would like to add that might make the Rotary experience more valuable for others?

What committee(s) were you serving on so that I can notify the chair that committee that you have resigned?

I want you to know that if you ever decide you would like to attend an Edmonds Rotary Club meeting in the future, you would be very welcome. Please do let me know so that I could personally have you as my guest. Additionally, if you decide to rejoin our Rotary club within the next 12 months, your initiation fee would be waived.