

Process for Gaining and Retaining Successful Rotarians

1. Think about someone who would make a good Rotarian.
2. Fill out a New Member Proposal Form. Turn it in to the Club Secretary (Fred Hurst) or to the office/Executive Secretary.
3. The Proposal Form is forwarded to the Membership Development Committee. The committee meets the first Thursday of each month. Appear before the committee to formally propose the person. The proposal may be in writing, but there may be questions so a personal appearance is best. The committee then votes and makes recommendation to the board.
4. The board, at its regular meeting on the second Tuesday of each month, will hear committee recommendations and act on them, either approving, disapproving, or sending the matter back to committee for further review or more information.
5. Once the board acts, that information is passed back to the Membership Development Committee, who in turn contacts you (the sponsor), letting you know the results of the board action.
6. If the board has approved the invitation, you ***THEN*** approach the person you selected and ask if they would be interested in becoming a Rotarian. They can be invited to Rotary meetings for a few weeks or right away attend a scheduled Information Meeting, where a short, general outline of membership responsibilities, attendance requirements, and dues and fees are explained.
7. If the person accepts the invitation to join the club, you help them fill out all necessary paperwork, including the dues check, and turn everything in to the committee chair or the Executive Secretary.
8. **After the paperwork is complete**, the Executive Secretary prepares a Notice to the club membership. The Notice is placed on the tables at the next regular club meeting (or printed in the weekly club bulletin to be handed out at each meeting as well as posted on the club's website). The Notice informs club members that unless there is written objection to the proposed new member turned in to the Club Secretary or the office/Executive Secretary within seven days of the date of the Notice, the person is automatically a member of the club.
9. At the next regular meeting, the new member is inducted and you help introduce them to the membership at large.
10. The new member receives various materials at induction providing more information on membership, such as the Blue Badge Checklist, a club directory, brochures from Rotary International and the club, etc.
11. The new member is assigned to your Team (so you can give support), the Keyway Committee, and another working committee at that time.
12. The new member and spouse, preferably along with you and your spouse/etc., will attend a scheduled Fireside Social within two months of induction, to explain more fully the history, mission, and social aspects of Redding Rotary.