



SALES AND MARKETING
PROFESSIONALS
OF NORTHEAST
WISCONSIN

Membership Committee Activities

These functions are shared by the team

- Participate in the greeting process at monthly programs. Have membership folders, name tags, applications and promotional materials available for guests.
- At the Programs introduce and induct new members into SMPNEW. Announce any special recognition members may have achieved.
- Follow up via phone, email or both to all guests who are potential new members for SMPNEW. This should be accomplished within 3-4 days of the Program they guest attended.
- Follow up immediately on all membership applications received via online or US mail. Once membership has been confirmed:
 - Determine with applicant what type of membership is desired.
 - Notify board via email that we have a potential new member and ask for “yea” or “nay” vote.
 - If yea, then notify applicant they are approved and notify SMP Treasurer to send an invoice and what type of membership.
- Learn the online membership application software and keep the information updated
- Manage and communicate the the free-guest pass benefit with members.
- Support the VP if they are unable to attend monthly board meetings (usually one hour) and submit a membership status report. Report consists of current number of members, new members who joined since last meeting, members who have decided not to renew, members coming up for renewal next month and members who may be at risk. Also, any suggestions for improving membership and member retention should be put forth.
- Express your passion for sales, marketing and be prepared to share your experience and energy with the SMPNEW team!

