



## **Membership Committee Projects & Task Descriptions**

Committee meets 1<sup>st</sup> Tuesday of each month, 2:00 – 3:00 PM

### **1. Welcoming New Members**

#### Activities

Hand-Write welcome notes to new members

Time Commitment: 30 to 60 minutes (varies per month)

Attend New Member Orientation monthly

Time Commitment: 2 hours per month

### **2. Recruitment for New Members**

#### Activities

Distribute Promotional Materials to Local Venues (restocking postcards)

Time Commitment: 2 to 4 hours every two months

Represent OLLI @ local Fairs and expos: attend events, share info about OLLI, sign up new members, answer questions about OLLI)

Time Commitment: 3 to 4 fairs per year, about 2 hours per event

Speak at local organizational meetings to share about OLLI@UGA

Time Commitment: 2 to 4 events per year, 2 hours per event

### **3. Coordinate with Hospitality Committee on Special Projects**

#### Activities

Project Renewal Calling Project: call or email members to remind them to renew their membership

Time Commitment: twice a year (January & July), about 4 to 6 hours per event

Lifelong Learning Fair: set up and man a booth to recruit new members  
Time Commitment: twice a year (January & August), 3 hours per event

#### **4. Special Projects**

##### Activities

Birthday Club posting once a month on OLLI COMM  
Time Commitment: 15 to 30 minutes per month

New Member post once a month on OLLI COMM  
Time Commitment: 15 to 30 minutes per month

Spotlight Article Coordinator: coordinate with Marketing on posting articles on OLLI COMM  
Time Commitment: 30 to 60 minutes per month