

Membership Committee's Duties

Ongoing

1. Keep current record of membership update lists as required.
2. Purchase and sent out cards (get well etc.) accordingly.

August

1. For the September meeting the following should be updated:
 - Phone List (including email addresses)
 - Membership List
 - Volunteer Hours Sheet
 - Name tags for new members only
 - Cubby List
 - Bisque Shelf (with member initials)
 - Bisque Shelf and Cubby Shelf Labels
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The following should be given to the new members at their orientation:

- Handbook including Bylaws
- Name Tags

A Phone List/Email List should be sent to SAPVAC at SAPVAC@hotmail.com.

September

1. Hand out phone list.
2. Post cubby list and bisque shelf list accordingly. (Glaze list is prepared and posted by glaze committee).