

## Membership Retention Plan – some ideas

### Member Recognition

Task	Start	End	Assigned To	Results
Service Awards night			Membership Committee	
ELK of the Year Award				

### Member Contact

Task	Start	End	Assigned To	Results
Review membership list and identify members that have not been involved over the last 12 months	Sept	Sept	Membership Committee	
Of those identified divide list up so that 2 or 3 are called each month. Call is a 'friendly' how are you doing call and to update contact information (email address) and preferred contact option (mail, email, phone call).	Sept	June	Membership Committee	
Have members review contact information and update as needed	Sept	Sept	Membership Committee	
Membership contact list is updated and distributed to members	Sept	Oct.	Secretary	
Develop a process to send meeting reminders to all members 7 days	Sept	June	Membership Committee	

<b>Task</b>	<b>Start</b>	<b>End</b>	<b>Assigned To</b>	<b>Results</b>
prior to meeting. Email should advise of anything special about the meeting (DD official visit, supper meeting, guest speaker etc.)				
Work with secretary to have copies of correspondence emailed to members 2-3 days prior to meeting.	Sept	June	Membership Committee/Secretary	
Work with secretary to have copies of meeting minutes emailed to members.	Sept	June	Secretary	
Email/mail Lodge Project dates to members	Sept	June		
Establish Project volunteer recruitment committee. This committee will be responsible for reaching out to all members (phone calls/email) about upcoming events and the need for volunteers	Sept	June	Project volunteer recruitment committee	

### Membership Dues

<b>Task</b>	<b>Start</b>	<b>End</b>	<b>Assigned To</b>	<b>Results</b>
Review and reconcile membership invoice from Grand Lodge	Once received	2 weeks	Membership Committee/Secretary	
Send email/letter to all members re: dues amount	Dec 1	Dec 15	Membership Committee/Secretary	
Send reminder letter/email to members who have not paid	Jan 15	Jan 30	Membership Committee/Secretary	
Call members who have not paid dues	Feb 1	Feb 15	Membership Committee	
Request assistance from other lodge members who may have a relationship with outstanding member	March 1	March 15	Membership Committee/Lodge members	
At a lodge meeting determine if additional time should be granted to allow outstanding member to pay dues or decide to end their membership	April		Membership Committee/Lodge	
Advice GL of membership changes and pay membership affiliation invoice	April			

