

Membership Secretary Procedure

as at April 2018

Before the monthly meeting

The afternoon of the monthly meeting, check Bendigo Bank statement account (online*) for any membership fee direct deposits (DD) and write receipts. Check that name badges for new members have been done.

* ask secretary or treasurer to give you access to view the account

Monthly meeting

Attend General Meeting (arrive by 5.30pm) and collect entry fee (\$2) and member payments from new and renewing members.

Take to the meeting:

Receipt Book/s (two may be needed in the busy renewal months of July/Aug/Sept when you can ask the treasurer or someone else to help you)

Money Box and \$60 float (unless kept by treasurer)

Pens

Brochures and application forms

Membership sign

Your name badge and any new badges for members

Notepaper

December or after – prorata fees apply – amounts on Membership sign.

Bill, or whoever is doing the newsletter, will email the newsletter to members each month.

Retain a float of \$60. Make sure the float has lots of 50 cents and \$1 and \$2 coins especially after Dec when pro rata fees apply.

At end of meeting, give money to Treasurer with receipt details.

Eg

17/09/2009ID 1212746-	ID 1212748	\$70.00	Cooroy	Cash
17/09/2009IG 5385451-	IG 5385453	\$80.00	Cooroy	Cash

\$150.00

After the meeting:

Enter new member and renewal details into PN Members excel workbook – Members worksheet. (Entries are in alphabetical order of surname but you can add all new members at the bottom initially and then do a sort to put them in alphabetical order).

Copy new member entries into New Members worksheet.

Email the President and whoever is currently doing the newsletter, and advise them of new members' name, address and email address.

Send an email to new members with welcoming letter, example below.

“Dear (can be multiple new members)

Welcome to Permaculture Noosa and we hope you enjoy your time with the Permaculture Noosa Community.

(I have receipted your payment of \$..... received in the Permaculture Noosa’s Bendigo Bank account on 2018. Your receipt number is ZO..... and you are now a fully paid up member until 31 July 2018. The membership year is from 1 August to 31 July each year.) This paragraph is used when there are new members who have joined via the website and deposited money into the Permaculture Noosa Inc Bendigo Bank Account.

As a member you can now enjoy discounted prices on merchandise, books and seeds at the monthly meetings which are held on the third Thursday of every month. We meet at the Memorial Hall, 23 Maple Street, Cooroy. You will find that interesting and helpful information is shared at the meetings and through the newsletter.

Other benefits of membership are access to the Membership List (explained below) and Permablitz days (where members and volunteers attend a designated member’s place to help establish or maintain gardens).

I will have a name badge for you at the next meeting.

You can view Newsletters on the Permaculture Noosa website at <http://permaculturenoosa.com.au/>

Attached is the latest membership list. This list is sent out every three months, so your name won’t be on it but will be on the next list. Please don’t forward this information to anyone other than Permaculture Noosa Members as members supply their personal information in good faith. The two columns to the far right record the PDC (Permaculture Design Certificate) and skills codes. The legend to decipher the skills codes is at the bottom of the list.

We hope to see you at the next meeting

Regards

(Membership Secretary)
Permaculture Noosa Inc”

Then attach the latest Members’ List.

Changes to members’ details: When members advise of changed details (e.g. updating email address) copy to the ‘Changes’ worksheet. This is just if anyone queries something later – you may never need it.

If a member changes their email address between updates, or a new member joins, advise Bill.

Membership fees reconciliation to Treasurer

At end of month (after checking bank account for any Direct Debits), update 'Membership Fees Reconciliation' doc. (See Procedures for Membership Fee Reconciliation)

Email the workbook to the treasurer.

Items for Permanews:

Send an email to Permanews editor for July, Aug, Sep regarding membership renewals due (doc: Newsletter Insert July,Aug,Sep)

Members' List to be sent out to members every 3 months in early Feb, May, Aug, Nov) (see separate procedure Procedure Members' List)

Life Memberships

There are 3 life memberships awarded to founding members of Permaculture Noosa :

- Geoff and Nadia Lawton - Permaculture teacher - leave as life membership.
- Ali Oruairc - Editor for 8 yrs - Comm Mtg Nov 07 - life membership
- Anne Wensley - Original member of Caloundra Wastebusters which gave money in coffers to PN when it folded - also keeps history of PN group

At Committee meeting of 24 March 2016 it was agreed to keep these life memberships. (Column "Notes" has the reasons for why they are life members.)

End of Financial Year - September

Auditor

In September - Hand cash receipt books to treasurer. Email an up-to-date Members List and Membership Fees Reconciliation spreadsheet to Treasurer.

Membership

Membership fees are due 1 August. After that date the Members list sheet will automatically put a red cross against any names of members who haven't paid. There is a function attached to the "Due" column which, when updated to reflect a member has paid for the coming year, will automatically hide the red cross.

Most members pay in July, Aug or Sept. Leave the membership list as is until 1st October.

In early October make a copy of the "PN Members" list and save it in the Archived Membership List.

Move all records with a red X to the "Previous Members" worksheet. Change the red heading to show correct dates.

Keep a supply of:

Application forms (Form Membership Application)

Free Cuppa (with a pen change the 'u' in Cuppu to an 'a' – I couldn't work out how to do)

Free Seeds vouchers (Voucher Free cuppa, Voucher Free seeds)

This is something I haven't been doing. Perhaps we could start it up again.