

Membership Communication Committee

1. Maintain a comprehensive file of membership information, which includes the required information for postal mailings and emails, Newsletter articles, membership dues payments and other Association activities and communications with members.
 2. Produce member mailing labels for the monthly mailing of the Newsletter.
 3. Write the "Our Home Town News" article which includes interesting information about our members to keep the members connected. This article is included in the monthly member mailing.
 4. Send member emails one week prior to Association events to remind members of upcoming Association activities.
 5. Through our "Sunshine Club" send thinking of you cards to members or family members who may be ill, sympathy cards on the passing of a member or family member, and other cards on a happy event or celebration.
 6. Conduct the annual membership renewal process in November of each year by sending the Membership Renewal Form with annual dues information to all members who have not paid their dues for the upcoming year. The Renewal Form is also available on the Association's website.
 7. Process membership dues payments with the Association Treasurer, who is responsible for the recording of payments. Work jointly with the Treasurer to provide a check and balance on membership and payments.
 8. Update any changes to membership information and add new member information.
 9. Contact members, beginning in January of the current year, who have not paid their annual dues. Remove all members from the membership file who have not paid their annual dues at the end of February. *
 10. Work with First Energy on communications about the Association to new retirees.
 11. Communicate with surviving spouses of members who pass to invite them to continue with the Association. The membership of a member passing during the year should be changed to the surviving spouse for the remainder of the year. Surviving spouses should be included in future membership renewals.
 12. Conduct membership drives to increase the membership of the Association.
 13. Quarterly provide a copy of the membership database to the secretary for backup.
- Pending a change to the Association's By-Laws.