

Membership Committee Toolkit (08/31/2020)

Membership committee

- Explore ways to promote retirees to become UMRA members.
- Schedule periodic meetings of committee.
- Develop meeting agenda and lead meeting.
- Update letter of invitation to new retirees (February and August). Submit revised pdf file to OHR for monthly distribution.
- Keep record of number of invitation letters sent by OHR.
- Submit annual report of committee activity to UMRA President and to Historian (August). Include hardcopies of all UMRA-Newsletters for submission to University Archives.

New Member Reception

- Normally held 10:00 – 11:15 am, before October luncheon (4th Tuesday of the month).
- Write announcement for publication in September UMRA Newsletter (submission deadline mid-August).
- Assemble list of new members (and email addresses) received in prior twelve months.
- Contact Campus Club to arrange for use of lounge area of bar – coffee, tea, water, etc.
- Send email invitation to new members 2-3 weeks before reception.
- Plan program – 2-3 minutes for board members and/or committee chairs to highlight UMRA activities in which new members might be interested.
- Contact persons on program to determine if they are willing to talk about their area of interest. Encourage board members and membership committee members attend to welcome and get acquainted with new members.
- Update interest area check-off list and make copies for new members to respond at reception.
- After reception forward new member expression of interest to appropriate committees.

Office of Human Relations (OHR) Pre-retirement Seminars

- Normally held in February or March in Coffman Union Theater and lobby.
- Review UMRA Retirement Kit to make sure it is up to date – add new material.
- Contact OHR to verify that
 1. UMRA President is scheduled to speak to assembled group
 2. that a table will be available in lobby for displaying materials and engaging attendees in conversation.
- Stock table with brochures, information sheets, and enticing treat.
- Have sign-up sheets for persons to receive Retirement Kit – request name and email address.
- Recruit membership committee members to host table
- Send Retirement Kit as attachment to email to those who signed up.

Manage listservs (UMRA-Members and UMRA-Board)

- Add new members to UMRA-Member listserv each month.
- Role of moderator - review messages submitted to listserv – approve for distribution if appropriate, reject if not appropriate. Regular messages are UMRA Newsletters, announcements of special activities, URVC volunteer projects.
- Delete names from listserv when listserv sends error message (unable to deliver message). Inform Database Manager and Webmaster of these deletions.
- Delete non-renewing members once a year. Consult with Database Manager and Webmaster about which names to remove and the timing of the purge.
- Update UMRA-Board listserv in August to reflect changes in board membership.
- Inform officers of persons on UMRA-Board listserv at beginning of their term in office.

Parking discount coupons

- Order parking discount coupons online from Parking and Transportation Services. About 4,000 coupons distributed annually.
- Pick up coupons after order is completed.
- Provide coupons to Membership Database Manager for distribution with membership cards following annual renewal.
- Distribute coupons to members at on campus events.
- Send coupons by USPS in response to mailed in requests by members. All requests are to include a self-addressed, stamped envelope. One Forever postage stamp can deliver up to 21 coupons in a #10 envelope. More coupons require additional postage.

Prepared by John S. Anderson, Chair, UMRA Membership Committee
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