



## Unit 547 Membership Position Description

by Bob Gruber

The major tasks of the Unit 547 Membership Chairperson are to:

1. Mail newcomers to the Unit/area the hardcopy Welcome Letter with free play coupon
  - a. For new Unit members, keep the game sites stocked with Welcome Kits:  
2 in Ventura, 1 in Camarillo
2. As needed, request the Mass Email Sender to send e-mail blasts when appropriate.
3. As needed, ask the Webmaster to post announcements.
4. Attend & contribute to monthly Board Meetings.
5. Pass information on Life Master achievements to the Webmaster & Forum columnist for recognition for these achievements.
  - a. Based on the (near monthly) In-and-Out reports from the ACBL.
6. Notify the ACBL (currently [InMemoriam@acbl.org](mailto:InMemoriam@acbl.org)) of deceased members. A link to a published obituary is needed.
7. Send sympathy cards to Unit members and/or spouses concerning injuries, illnesses and deaths.

ACBL's Carol Robertson can arrange for the Membership Chair to be e-mailed the (near monthly) In-and-Out reports. Recommended method of contact is e-mail, but other contact information includes:

Carol Robertson                      662-253-3127 [ Horn Lake, Mississippi location ]  
Club and Member Services        [carol.robertson@acbl.org](mailto:carol.robertson@acbl.org)

### Welcome Letter / Free Play / Welcome Kit

Monthly, use the In-and-Out report to determine who is new to the Unit/area and entitled to the Welcome Letter (from the Unit President) with a free play coupon (signed by the Membership Chair). [ The letter is done in Word. ] It's probably easiest to mail these letters to the person's street address. Keep track of your expenses—probably just stamps—and submit a reimbursement request to the Treasurer.

Welcome Letters & Kit
Welcome to Area Letter
Welcome to Unit Letter
Novice_49er_1499er Flyer
Unit 547 Welcome Kit
Unit 547 Welcome Kit Labels

In the case of brand new ACBL members assigned to Unit 547 and first-time transfers into the Unit, the Free Play coupon indicates a "Welcome Kit" is available to the member upon redemption of the *Unit 547 Welcome Free Play*. This kit is described in the article titled *Unit 547 Welcome Kit*.

If the person new to the Unit/area has fewer than 1500 Masterpoints, the Novice, 49er & 1499er Flyer (from the Club Matters directory) should be printed on the back side of the Welcome Letter.