



Unit 547 Membership Position Description

by Bob Gruber

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

- 1 Publish the yearly telephone book
- 2 Mail new comers 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
- 3 As needed, request the Email Coordinator to send the most up-to-date e-mail lists so e-mail blasts to the membership and other players in our games can be carried out
- 4 As needed, ask the Webmaster to post announcements
- 5 Attend & contribute to monthly Board Meetings
- 6 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 ACBL
- 7 Notify the ACBL (currently InMemoriam@acbl.org) of deceased members. A link to a published obituary is needed.

ACBL's Carol Robertson can arrange for you 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

Yearly Telephone Book

The overarching document on the annual Phone Book is: *Producing the Annual Ph Bk.docx*. From February onward (when the book is published), keep the Word document updated as changes come in. Within the document itself, at the very end, are instructions in Word's Hidden Text feature. These directions include techniques used and instructions for printing in booklet format, which are also covered in the *Adobe Booklet Printing.docx* document.

Producing the Annual Ph Bk
 Ph Bk yy Portrait 18 pt
 Combined Roster Cover yyyy
 Pages 1_n w Nrs only
 Adobe Booklet Printing
 Test Run of 12 Pages

In October, start circulating a copy of the updated phone book. The Ventura Halloween Regional is a good place to make contact with many players. In mid-December, ask the Webmaster to put an Announcement on the opening screen about corrections to the phone directory. After the February Unit Board meeting, when all Board positions are set, finalize the book.

ACBL has negotiated copying service discounts with both FedEx Office and Office Max. FedEx's discount is 35%. Office Max's discount includes selected office supplies and copying services, including binding and finishing, which may make it more cost effective for the phone book. The Office Max discount is not specified on the card, which is available for printing from the ACBL website, as is the FedEx card. In spite of these discounts, a local printer may have a lower price.



The number of books should exceed the number of members to accommodate the many non-unit members that play in our games. Check price breakpoints to get the best deal.

Books

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 & 199er 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 200 Masterpoints, the Novice & 199er Flyer (from the Club Matters directory) should be printed on the back side of the Welcome Letter.