

Post Membership Chair's Vital Role

This section is aimed at the post leadership

Selection of Post Membership Chair:

- Membership Chair is the most important position in the post for long-term viability of the post
- needs moderate computer skills and access to post MYLEGION.ORG account for membership data
- detailed-oriented, outgoing, team builder, willing to reach out to all veterans

This section is aimed at Post Membership Chair

Action of the Post Membership Chair:

-Action begins at start of Membership Year, July timeframe

1. Renew members at meetings; if post has newsletter or means of communication with members, place notice of dues running from July to July
2. Print off MYLEGION.org members in area, depending on posts located in area, determine mileage to post. For example, I use within three miles as there are multiple posts in my County. I limit my search so there are candidates for other posts in their zips. If few or no posts locally, you can go for a wider search area. Look for members who have NOT yet renewed for this year and contact them first by phone or secondly by mail, offering them to transfer into your post by paying their dues directly to your post. If they respond positively, mail transfer form and ask for discharge and dues. (Member MUST sign transfer paperwork for transfer to work). If they did already pay for this year, ask for discharge and transfer form only. Suggest words on contact like "join a local post so part of your dues supports local veterans and veteran activities in your community. We hope you attend meetings but you can continue as a member without attending meetings."

3. With regards to renewal cards, do NOT hold them for long periods at post; rather, forward them as soon as practical to Department HQs for renewal. This will prevent many duplicate renewal notices from reaching the members. Check for ONLINE renewals at MYLEGION.org and mail them their cards. Do NOT forward their department card or national card with other renewals.

4. In the September to December time frame, recheck on MYLEGION.org for any new post 1 members in area and repeat above. Continue renewals, follow up on members who have not renewed with notice that if not paid by Dec 31, their membership will be suspended along with all benefits. As before, primary communication is recommended to be phone call, followed by post cards or letters. Invite members to pay at meetings and give them dates and times of next meetings.

5. January timeframe, follow up with those members who have not paid, remind them that their membership is currently suspended but they can be reinstated by paying their dues. Ask if there is a financial reason for not rejoining, and if so consider assisting the veteran. Continue this follow up monthly until convention time.