

Weekly Membership Committee Meeting Report

Vice Presidents: Download this fillable form report, complete, and submit it to the Chapter Area Director by email, as well as your chapter's Director Consultant each week.

Chapter Name: _____ Meeting Date: _____

Membership Committee Members Present

Notable Networker Certificates Given

Most CEUs _____
 Most One-to-Ones _____
 Most Visitors _____
 Most Referrals _____
 Most TYFCB _____

Applications Chair

Review Application in Progress

Participation & Renewals Chair

Review Current Membership Dues Report

Review Monthly Summary PALMS Report

Review 6-12 Month Summary PALMS Report

(to award Notable Networker Certificates)

Members Needing to Complete MSP 2.0, Smart Start Training, and Passport Program: _____

| Expires in 3 Months | Expires in 2 Months | Renewals Received by MC | Late Renewals to MC | Expired | Not Renewing/ Renewal Denied |
|---------------------|---------------------|-------------------------|---------------------|---------|---------------------------------|
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Attendance Chair

Review Absence Tracking Sheet

Actions Taken:

- First Absence Calls made to: _____
- Second Absence Calls made to: _____
- Third Absence Calls made to: _____
- Open Classification Calls & Letters mailed to: _____
- Medical Leave Name: _____ Date Range: _____

Copies of ALL Requests for Medical Leave MUST be submitted and approved by chapter Membership Committee and filed with the chapter Vice President.

Conflict Resolution Chair

| | Comments | Solution |
|-----------------------------|----------|----------|
| Written Complaints Received | | |
| Members Needing Coaching | | |
| Chapter/Member Concerns | | |

Vice President Name: _____ Signature: _____