**Membership Committee Guidelines**

1. **Chairman Duties**

1. Assist clubs in recruiting new members and creating/updating new member orientation program.
2. Disseminate information on recruiting ideas gathered from clubs or elsewhere.
3. Ideas for recruiting new members should flow from the Regional Representatives to the clubs and from the clubs to the Committee to be shared with the entire Association.
4. Maintain a file of recruiting methods.
5. Prepare articles for the Desk and Derrick official publication or other ADDC sources, giving ideas for recruiting new members and report “success” stories.
6. Use ADDC brochures and “Invitation to Join” letters for recruitment purposes (Direct Mailing Campaign).
7. Committee Chairman, with the assistance of Committee Regional Representatives, shall review annually the guidelines/membership handbook for updates/revisions and submit to the Guidelines Review Committee Chairman for approval by February 28. Committee Chairman, with the assistance of the Committee Regional Representatives, shall make changes to the guidelines as approved by the Association Board and submit the guidelines to the Board Contact no later than thirty (30) days after the ADDC Convention.
8. Receive “Potential Member Meal Reimbursement Request” from clubs. Refer to the program’s procedures located on the ADDC website under the “Guidelines-Potential Member Meal Reimbursement Program” section.
9. Prepare an “End of Year” report using Form ADO 39 (ADDC Year End Committee Summary Report), located on the ADDC website under the “ADDC Forms” section in the Members Menu tab. Submit your report as directed in Form ADO 39.