

## The Membership Committee

The membership committee has eighteen members: fourteen area membership advisers, the awards adviser, the diversity adviser, the iMIS adviser and the provincial adviser. The purpose of our committee is to recruit, retain, recognize and reward new and current Members.

### Committee meetings

- One face-to-face meeting in September. On the odd years we meet at the Standing Committees Workshop, on the even years we meet at Provincial Guide House in Edmonton.
- Three committee teleconferences a year, in November, February and May.

### Committee resources

- **The Membership Manual** - which acts as a resource for committee members, standardizes procedures for all of the areas and contains the processes we do as a committee.
- **A page on the provincial website** featuring provincially developed resources and links to Member Zone for national information such as forms.
- **The Diversity Challenge:** This branch specific challenge encourages girls and Guiders to think about our differences and what makes us the same. Use it at girls meetings so they can earn the crests or take one of the exercises and do it at a council meeting.

The challenge comes in three parts with a crest for each. The crests join together to make one large extraordinary crest.

### Some of What We Do

- **The 1-800 Membership Number** The 1-800 number is answered at area and provincial offices for some of the areas and by the area membership adviser in the rest. Our job is to coordinate, pass on information and provide training to the 1-800 responders.

In 2008-2009 we are putting the 1-800 Membership Number in every phone book in AB/NWT/YK to make it easier for parents to find us when they want to put their daughters into Guiding. It will be alphabetically in the white pages and under "Clubs" in the yellow pages.

- **5 Phase Welcome Process** which offers a new Guider information at various times during her first year to help her feel better informed, less overwhelmed and more supported by the entire organization.
- **Census:** we inform and encourage the units, districts and areas to keep their records accurate and up to date, with all the girls in the right units; the PMBR's through the Screening Process and anyone who is no longer a Member being canceled properly in preparation for census.
- **I Belong! Crest** is given to every registered Member of Guiding in AB/NWT/YK. It is a reward for being registered in iMIS and a celebration of membership in GGC. We plan to continue each year using the same crest design in a different branch colour.
- **The Inquiry Process:** every 2 to 3 days the AMA's receive an Inquiry Report Roster from national that lists all the inquiries made through the national public website for Alberta. They then contact the inquiries for their area and refer them to the DC for placement. The provincial membership adviser contacts any inquires who did not give an address or enough information so she can find out where they belong and then forward them to the right AMA.
- **New Commissioners** The iMIS Adviser emails a welcome letter and 3 page document outlining iMIS reports that will be helpful to her in her new position.
- **The Potential Member Process** The iMIS adviser emails a roster of the PMBR's in her area to the area membership advisers so they can follow up with the district commissioners and complete their Screening Process.
- **Police Record Check Process** The iMIS adviser emails a roster of the Guiders in her area to the area membership advisers so they can remind them that they need a new PRC.
- **Safe Guide Process** The iMIS Adviser emails to the area commissioners a roster of Guiders in her area who have not completed Safe Guide training.
- **The Spring Registration Campaign** in March a package is mailed to the Contact Guider of every unit, containing all the forms and information needed to reregister the girls who are continuing in the fall as well as new girls who wish to join. This simple process has made a real difference to our retention rate!

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