

SALTY SISTERS' MEMBERSHIP COMMITTEE
JOB DESCRIPTION 2024-25
Chair: Trisha Birkenstock / Els Wiemken
Beverly Smoak, Captain

The function or purpose of the membership committee: To provide a cohesive plan for the admission of a new class of Salty Sisters consistent with the Salty Sister mission - *"To promote sailing and to assist our members in becoming proficient in the science of sailing."*

Salty Sister By-Law ARTICLE X Section 1. g. (Page B.6)

The Membership Committee shall process all membership applications and when completed submit them to the Board of Directors.

Salty Sister Standing Rule 7. COMMITTEE CHAIRS

- a. The Membership Committee shall be composed of the Captain and the chair of the following committees: Membership, Education, Race (Co-Captain), Skippers' Hat, and a Member-At-Large to be appointed by the Captain.*

Salty Sister Standing Rule 9. THE BOARD OF DIRECTORS shall determine the maximum size of the prospective members class, the date for applications to be available and the level of expertise required for admission to the new class.

Salty Sister Standing Rule 10. A PROSPECTIVE MEMBER SHALL:

- a. Complete the application process.
- (1) The Membership Chair shall receive applications, and the Membership Committee shall meet with each prospective member. [At this time, a check in the amount of \$200.00 is also required for the initiation fee, educational materials and dues.]

The Membership Chairman shall preside over Membership Committee meetings in accordance with Bylaw X Section 1.g and Standing Rules 9 and 10 as described in the SS handbook and prepare in these meetings a plan and objectives for new class requirements based on those guidelines. The criteria, fees (application and dues), and time-lines discussed in those meetings is then presented to the Board of Directors for approval.

APPLICATION PROCESS

Applications for Salty Sister Membership should include: a letter of introduction from the Membership Chairman, General Information 'letter', and the Application. The applications should be presented to and approved by the Board of Salty Sisters and shall be available at the front desks of the Downtown Club & Pass-A-Grille on the date designated by the Board. The Membership Chair collects applications personally at either location.

A copy of all applications received should be made available to the Captain, Co-Captain, Education Chair, and the Skippers Hat Chairman [Membership Committee]. Checks should be given to the Treasurer. When the quota is reached, a temporary waiting list will be kept (in the order in which they were received) until all positions are filled.

ADVERTISING ANNOUNCEMENTS FOR NEW MEMBERS

Prepare a 'Call for Applications to Salty Sister Membership' to be placed in Smooth Sailing and the Salty Web. Also prepare the General Information letter and the Application and see they are made available at the front desks of both clubs and that the General Information letter gets posted on the website.

Attend Club functions such as Member Appreciation parties, New Member parties, etc. promoting Salty Sisters. Other ways to promote Salty membership – invite 'prospects' to regular and special lunches, special sailing days, other promotional ideas and gatherings.

ADMINISTRATION PROGRESSION OF THE MEMBERSHIP PROCESS

After the membership application has been processed, a letter is sent to the applicant and contact is made to set up a testing date. [All applicants must be interviewed and pass a water survival test and a sailing evaluation before starting the new class.] [The Class of 2016 did not have to take a sailing test.] New applicants are to be given the swim and sailing tests as the applications came in – always nice to have a group, but this is not always possible because of schedules. The Interview session has been changed to a "*Meet & Greet*" session wherein an informal discussion is held at the time of the testing - topics about Salties, the "Newbies" and other get to know you type 'stuff'. The required swim tests are performed off the dock at the sailing center, and the sailing evaluations administered right after usually in an Ideal. All testing is done by either by the chair of the Education and/or Membership committees and a member of the Skippers Hat Committee. The "Newbies" are usually treated to lunch at the club or in the past lunch has been delivered to the Sailing Center – depends on how many are involved.

After they have passed the required testing, a letter is sent to them congratulating them and advising them of the next step – the timeline of the fall classes and what to expect for the 8-week sessions.

After completion of requirements for membership [i.e., passing the education class and all testing], obtain the names of those who passed the test. Order name badges for each, the cost of which is included in the Membership budget. The new members' applications and any other pertinent data go into the Active File. The "Newbie" has now morphed into a "Saltine" and will receive her name badge and Salty Sister handbook. The "Saltines" will become Salty Sisters at the annual meeting of the following year – having fulfilled all their obligations as per Standing Rule 9.

Letters are sent by the Membership Chairman to the new "Saltine" class a year after their admittance to Salty Sisters inviting them to the Annual Meeting – at which time they will be formally introduced and accepted in the Salty Sister organization. The Captain, or Education or Membership Chair will congratulate them and give them their engraved charms (no bracelet).

NAME BADGES

Name badges are usually ordered in the fall for the new class and for anyone who needs a replacement. It is best to order a quantity because of the added shipping cost. Magnetic backed badges are available through Rainbow Trophies, 902 Robinson Street, Brandon, FL. E-mail rainbowtro@aol.com, or www.rainbowengraving.com, Fax: 813-651-0654, Phone: 813-685-0792. Magnetic badges for Captain are all gold with Black lettering; all other badges are blue & white.

MEMBERSHIP LISTS

Maintain a current list of Salty Sisters. [Trisha has 2 on excel; Barbara Watson has another program that she uses. [Margaret Dawson keeps a back-up of Barbara's.]

When someone resigns and/or dies, put that information on the original application and place in the Inactive File. Add the new class to the roster and file their applications in the Active files. Maintain a list of the 30, 40 and 50-year members. They are presented to the general membership at the annual meeting. The 50-year people receive a charm (at no charge to them); the 30-year members receive a charm (at the going rate – around \$24.00) and do not have to pay dues henceforth. The 40-year members have received a 40-year pin left over from the Salty 40th year celebration. [Don't know how many are left?]

Members who fail to meet their membership requirements are informed by letter. Any reply is presented to the Board for further determination. A letter is then sent to explain the actions of the Board. All correspondence is filed with her application.

When a member in good standing resigns her membership, she shall send a letter of resignation to the Board of Directors [or an email will do]. The membership chair also sends a letter confirming the 'resignation in good standing'. At a future date she may apply for reinstatement upon a written request to the Board, approval by them, and fulfilling the current requirements listed in the Salty Sister By-Laws and Standing Rules. (Currently the fees consist of \$75.00 dues + a \$25.00 reinstatement fee = \$100.00)

A "Membership Changes" sheet is updated once a month to reflect deaths, resigned, reinstated and the names of the new classes and is shared with: The Members of the Membership Committee, Treasurer, Archivist, the Directory Chair, the Tears & Cheers Chairman (for birthdays and deaths) and the Web Master.

ANNUAL MEETING

Prepare reports for the final Board Meeting and Annual Meeting (shorter); update Membership Changes and List of Lifetime Members; send letters to (1) the Class from the previous year, and (2) to the 30, 40, 50-year recipients inviting them to the meeting. Present 50, 40 and 30-year members to the organization. Call forward last year's class and instructors for recognition and presentation of charms. Etc.

Submitted by:

Els Wiemken & Trisha Birkenstock