

Job Description Membership Committee

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost-effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

Purpose of the Membership Committee

The purpose of the Membership Committee is to review applications, facilitate the membership process, and screen new members to ensure that the goals and objectives of the Prairie Club are understood and agreed to by the prospective member. The Membership Committee then makes recommendations to the Prairie Club Board of Directors for approval and admission of new members.

Membership Process

- Any person 16 years of age or older may apply for voting membership to the Prairie Club upon the recommendation of two voting Prairie Club members and one member of the Membership Committee. The applicant must be sponsored by two (2) active or honorary-life Prairie Club members of at least one year. The applicant must know the sponsors for at least six (6) months prior to application. Sponsors may not be related to each other or members of applicant's family (parent, child, sibling, spouse, partner, significant other).

Committee Membership

- Each December the Membership Committee Chair is appointed by the Prairie Club Board of Directors
- In January of each year the Chair submits name of committee members to the Prairie Club Board of Directors for approval and previous Committee membership is reviewed annually
- All members must have active membership status

Committee Procedures

- The Membership Committee may adopt rules for application for membership, subject to approval or revision by the Prairie Club Board of Directors.
- The Membership Committee reviews applications and conducts interviews for membership to determine that the criteria for membership are met.
- The Membership Committee shall inform the general members of the Prairie Club of the names of applicants it recommends. Generally, this notification occurs through a posting in the *Bulletin*. The general membership shall have at least two weeks from the date of the

mailing of the information to submit comments. The Membership Committee will then make a final recommendation to the Prairie Club Board of Directors on the applicant's admission.

- After the comment period, the Prairie Club Board of Directors may admit the applicant to voting membership by a favorable vote of a majority of the Board of Directors.
- The Membership Committee collaborates with the Prairie Club Board of Directors to review or resolve any membership issues.
- The Membership Committee ensures that sponsors are orienting new members into the Prairie Club and can assist in guiding new members to the Club.
- Holds an annual Membership Committee meeting

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