

Committee Members:

The Membership Committee consists of an odd number of members, for voting purpose in case of a tie. All members need to be familiar with the sections of the Constitution/By-Laws and Rules and Regulations of PFLA.

Current Committee:

Carole Stumpf, chair; Linda Beck, Bob Bell, Lisa Heelan-Fancher, Cass Kwan, Debbie Malantonio, Beth Reindl, Art Seagraves, Ingrid Titus

The Membership Committee is a standing committee of Paradise Falls Lutheran Association. The responsibilities of the Membership Committee involve:

- Coordinating the acquisition of a membership and its affiliated cottage by recommendation of prospective members to the PFLA Board of Directors;
- Maintaining the records of the committee including the official membership log;
- Recommending additions to existing memberships;
- Coordinating sale of additional lots to an existing membership;
- Familiarity with those sections of the Constitution and By-Laws and Rules and Regulations relating to the membership, which would allow committee members to accurately answer questions from current and potential members.

Summaries of Areas of Responsibility

Application Process and Membership Sales

The application process is an involved and detailed process that allows PFLA some degree of control of memberships. Occasionally the steps may vary in the timing of the sale of a membership, but the following is the process that generally occurs for prospective members.

- The committee shall be kept informed by PFLA members of any desire to sell a membership;
- A list is maintained of memberships for sale, and the committee coordinates with Communication Committee to list membership sales on the PFLA website;
- A "Membership for Sale" sign is placed on membership lot by the Membership Committee. Only PFLA authorized signs are allowed;
- A formal request for the committee to show the membership cottage is required for the Membership Committee to show it. The committee does not act as a broker or agent, but simply provides access to the house.
- After being contacted by either seller or prospective buyer(s) the committee chair will provide the prospective buyer with an application form and other required material and forms, including

a copy of Constitution/By-Laws, Background/Financial information required, three sponsor forms and proof of liability insurance for the cottage being purchased.

- When all required forms have been received, the chair will schedule a time for prospective buyer(s) to be interviewed by the Membership Committee. After the interview, a vote will be taken and the voted recommendation to approve or disapprove will be submitted to the Board of Directors at its next meeting.
- Upon approval of the application, a date of transfer of membership is arranged to be held at PFLA.
- After completion of the transfer of membership, the new members' names, contact and mailing information is forwarded to the Communications Committee and Caretaker/Property Chair.

Maintenance of Records

The committee chair shall maintain the committee records including:

- The Membership Log
- Completed application forms
- Old, invalid Membership Certificates
- Reports submitted to the Board of Directors
- Minutes of meetings and correspondence with the Membership Committee
- A supply of blank Membership forms, Certificates of Membership, copies of Constitution/By-Laws and Rules and Regulation

Addition to Current Membership:

When an addition to a current membership has been requested, the committee will give that membership an application form and other needed information.

When the completed application, along with the background/credit reports and the fee required for addition (currently \$50) have been returned to the chair, an interview will be arranged with the applicants, if not already known by most of the committee.

The committee's recommendation — approval or disapproval of the applicants — will be given to the Board of Directors at the meeting following the interview.

Upon the Board's approval, the additional name(s) will be forwarded to the Communications Committee.