

Membership Must-Do's

The following tasks should be performed by your chapter's membership chair (second vice-president.)
If there is no membership chair, the president should do them or should appoint someone to do them.

1) Send notification and information when a member dies.

Upon the death of a chapter member, the president or the membership chair must fill out and send a copy of **Form 6** to:

International (mem@dkg.org)

State Treasurer Kathleen Sticht
(cashkatstate@gmail.com)

State Membership Chair Priscilla McFarland
(pmcfarland1227@gmail.com)

The deadline to send Form 6 is technically February 1st. However, don't wait. Send it ASAP following the death of a member. Also, the state membership chair needs your help with the necrology booklet and ceremony. You do this by sending a copy of the obituary and possibly remarks or memories from fellow chapter members and/or family by February 1st, or as soon as possible. It is especially useful to receive information about each woman's contribution to education and DKG.

If your chapter has any deaths in February or March, it MAY be possible to honor those women during this year's spring convention. Be sure to send Form 6, the obituary, and any remarks immediately.

Note: Form 6 can be downloaded from the International website (dkg.org) under Forms -Membership. It also will be posted on Maine DKG's website along with the other membership handouts.

2) Notify the state membership chair about your chapter's 40 and 50 year honorees and send their information.

By March 1st, let the state membership chair know the names of women who have been members for 40 years and those who have held membership for 50 years. Also, send a completed "Questionnaire for Honoring 40 and 50 Year Members" and a picture for each woman by March 1st. It is essential to have this information by the deadline so that these members can be honored at the spring convention.

3) In collaboration with your chapter, develop and implement a plan to recruit new members and to retain current ones.

Use resources from both the state and international websites.