

Operating Guidelines
Membership Chairperson

1. Attend all general meetings and board meetings. If unable to attend any general meeting, ask someone to fill in for you.
2. Arrive at the general meetings early to greet visitors and obtain their names for introduction during the meetings.
3. Obtain names and addresses of prospective members, as well as a little about their Model A or their interest in Model A's.
4. Give membership application to any prospective member and make clear that they must join MAFCA before their membership in the Capitol A's can be approved by the Board. They are to provide their MAFCA number on their membership application.
5. Present completed application, along with a check for the initiation fee and dues, to the Board at the next board meeting.
6. Mail (or scan and email) membership application to the list keeper.
7. Prepare a new member packet and forward information about the new member to the editor, webmaster, mentor coordinator, and the Secretary, who will send an acceptance letter.
8. Contact the Club President for assistance with any questions not answered in this guideline.