

Fellowship Forum Membership Committee Secretary Job Description

One "elective member" shall be chosen annually for a two-year term, by the Nominating committee. He shall have all the responsibilities and rights of other committee members in discussing and voting on candidate applications.

During his first year on the committee, this member shall keep minutes of the meetings and distribute such to members. He also shall prepare ballots for the committee's use in voting, with the applicant having the lowest cumulative score given the highest ranking. In his second year on the committee the elected member shall be responsible throughout that year for maintaining the cumulative record of membership attendance. He shall provide the committee, at the request of the committee chairman, a list of percent of meetings attended by each member during the preceding 12 months and during the current calendar year. Such information is useful in identifying those who are regular attendees and those who are not.

First Year Specifics - the Secretary year

The Secretary will keep the master copies of all Membership Proposals submitted by Fellowship Forum members.

Membership Committee Meetings

Each meeting of the Membership Committee will have minutes kept by the Secretary. These may be distributed by e-mail or paper to the Committee members. During a candidate selection meeting, there is no need to record the sponsor remarks or member discussions regarding candidates.

Member candidate selection

In preparation for a candidate selection meeting, the Secretary will insure that each MC member has a copy of the completed Membership Proposal for each candidate to be considered. He may do this by e-mailing copies to each MC member or by providing them with paper copies. When practical, this should be done in advance of the selection meeting to allow MC members time to study them in preparation for the meeting.

In preparation for balloting in a candidate selection meeting, the Secretary will prepare a sufficient number of ballots for the balloting, allowing for the possibility of multiple balloting rounds to achieve final selection. Each ballot should list all the candidates, with a place for a score/rank for each candidate. At the meeting, when the Committee is ready to vote, he will give each member a ballot, and collect the completed ballots to tabulate. He will tabulate the ballots and inform the Committee the results.

A suggestion that has worked well in the past is for the Secretary to prepare himself some tabular scoring sheets to assist in his tabulation. A useful format (see example below) lists the candidates down the side, and provides a column for each Committee member's scores. Two more columns - one to sum the scores and another to enter the resulting ranks - are handy. However, this is entirely up to the Secretary, as he will be the only user of such a tool.

Note: The Ranking Process is addressed in the *Fellowship Forum Membership Committee Standing Rules and Guidelines*, which are posted on the Fellowship Forum website with all the job descriptions - they are part of the Membership Committee Chairman package. The Secretary should be familiar with them.

After the balloting is complete, and a candidate has been selected for each opening, the Committee Chairman or Secretary should ask the Committee for unanimous consent. Assuming such consent is given, the MC Secretary will deliver to the Fellowship Forum Secretary, via e-mail or paper, a copy of the Membership Proposal for each of the selected candidates. This should be done soon enough to allow the FF Secretary time to prepare paper copies to hand out at the next week's general meeting for a general membership election.

Example Ballot Tabulation Worksheet

Candi- dates	Voter 1	Voter 2	Voter 3	Voter 4	Voter 5	Voter 6	Voter 7	Total Score	Rank Result
Name 1									
Name 2									
Name 3									
Name 4									
Name 5									
Name 6									
Name 7									

NOTE: It is very important that the Fellowship Forum Secretary and the Membership Committee Secretary establish a relationship at the beginning of the year such that all changes in membership status for any members are promptly communicated between them, in order that each have an accurate record of the number and list of Active and Inactive members. Also, changes should be promptly communicated to the Fellowship Forum Database Manager (currently Ed Davis) so that the Fellowship Forum database can be kept current. Further, the e-mail address of any newly elected member should be communicated promptly to the Fellowship Forum E-mail Group Moderator (currently Skip Ross) so that the new member can be added to the e-mail group.