

Electronic Communications Committee – Dr. Constance Bails, Chair

“Using Electronics to Maintain/Increase Membership”

WELCOME AND INTRODUCTION

MEMBERSHIP REPORTS FROM AMS

Information you will find on the dashboard of the portal includes:

- **Chapter Officer List**
- **Chapter member list**
- **Access to reports**
- **Adding and removing officers**
- **Exporting data to Excel for analysis**

(Sort by Last Name, City, Congressional District, Joined, Expiration Date)

Send note to member one month after expiration date to avoid dropping – members are not dropped from membership until 3 months pass.

M-112 – (Pull Report and review each section and how it is used)

- **New Chapter Member – Call or send a welcome note & invite to meeting. (You may want to include a copy of your latest newsletter.)**
- **Dropped Member – “Did you intend to drop membership?”**
- **Member Passed Away – Condolences and invite to spouse to continue**
- **Prospects – Invitation with Membership Application & Chapter Newsletter**
- **Reinstated – “Great to have you back” – invite to next meeting**
- **Changes – Record changes on any member records – you or secretary**

WHAT DO YOU NEED TO SUCCEED?

- RESOURCES - Order Membership Supplies

Ordering Membership Forms/Materials

- 1 – NARFE.org**
- 2 – Upper right, click on “For Members”**
- 3 – “Officer Resources”**
- 4 – Scroll down to “F-18 Requisition”**

You can order the forms on line and Derrick Hayden will ship to you.

Public Relations:

Contact VFN Public Relations Chair Doris McAdams re

- Advertising on social media (Facebook)**
- Send Photos and Videos for posting on Facebook**
- Promotional materials (pens, luggage tags, jar openers, cups, etc.)**

Planned recruitment events - I will attend, if possible.

Feel free to contact me anytime you have questions or need assistance.

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