

## BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Administrative Positions  
TITLE: **Membership Convenor**  
NUMBER: 1.2.6

ORIGINATED: 2022 February 07  
REVISED: 2023 June 19  
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### PURPOSE

Accurate records of Blessed Sacrament Catholic Women's League Council's current membership are essential for timely activities of the Council.

### POLICY

The Membership Convenor is called to coordinate the collection and recording of members' dues and information.

### TERM

The term of this position is two (2) years.

### FUNCTIONS

In the absence of a Vice-President or at the direction of the Vice-President, the duties of the Membership Convenor may be a separate role.

The Membership Convenor:

- a) is a member of the Executive;
- b) updates and maintains membership information on the national Catholic Women's League (CWL) online module, i.e., member name, address, phone number and email address. Information on using the online module is available in the Membership Convenor's active members' binder;
- c) chairs the Membership Committee, if needed, to assist with the annual membership drive. Tasks of the committee might include collecting memberships at the door in January and February, assisting with preparation of information letters for mailing out, assisting with preparing the New Members' Package, providing input and feedback on ways to attract new/lapsed members and retain current members;
- d) prepares and delivers a "speech from the pulpit" early in January to begin the membership drive. The speech may be delivered by an alternate executive member;
- e) ensures that the *New Member Form* includes the current Membership Convenor contact information (*refer to Appendix A*);
- f) organizes the January "Early Bird Draw." The draw is an incentive for members who submit their membership fees by the end of January of the current year. The winner of the draw receives their membership free for that year;
- g) collects and/or records membership fees. Members can provide membership payment to the Membership Convenor or to the Treasurer;

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- h) submits member's remittance information to the CWL National office (this is done automatically when members are registered);
  - i) submits remittance information to the local council Treasurer for accounting purposes;
  - j) ensures that the Spiritual Advisor is a member (paid by the Treasurer) and that he receives a copy of the League magazine;
  - k) maintains membership lists (refer to Appendix B);
  - l) regularly sends contact information about paid members (e.g., phone numbers, addresses, email addresses) to the Executive for actions related to the various purposes of the committees;
  - m) provides information about the Council and the CWL to new members (e.g., New Member Package);
  - n) presents new member pins and milestone recognition pins once per year. Refer to policies 2.2 *Member Ceremonies* and 4.1 *Milestone Membership Awards*, for details and ceremonies;
  - o) prepares reports on membership status as needed, e.g., meetings, newsletter, annual report;
  - p) ensures that the President and the Membership Convenor complete the "Online Membership System Enrollment Form" from the national office when there is a change in the individual assuming the role of Membership Convenor.

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**APPENDIX A: NEW MEMBER FORM**



**Blessed Sacrament Parish Catholic Women's League**  
**MEMBERSHIP FORM (new / transferred members)**

**ANNUAL DUES: \$25.00 (please pay by cheque)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Birthday month: \_\_\_\_\_

Type of Membership (check one):

Renewal  Rejoining  New Member  Transfer in

If you are transferring from another parish council:

Previous parish (name and city): \_\_\_\_\_

Membership number: \_\_\_\_\_

Do you wish to receive the Canadian League magazine? YES  NO

**Please contact Shirley McDonald at 613-389-9810 for more information.**

Cheques should be made payable to "Blessed Sacrament CWL."

Mail completed form with your cheque to:

Shirley McDonald  
4759 Taylor-Kidd Blvd.  
Bath, ON K0H 1G0

*[replace with current Membership Convenor's contact information]*

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### APPENDIX B: MEMBERSHIP LISTS

The following lists are maintained by the Membership Convenor and shared with the members of the Executive as required. Templates for lists may be found in the Membership Convenor's electronic files.

**1. Listing of all members with membership #, address, phone, email, date joined and years of membership.**

- Available as a PDF report from the electronic registration system.
- An Excel spreadsheet with all information may also be downloaded from the electronic registration system.

**2. Listing of all members with phone numbers**

- Template is available with Membership Convenor's electronic files.
- Provide this list to all executive members.
- Provide this list to the phone tree coordinator.

**3. Listing of all members with addresses**

- Template is available with Membership Convenor's electronic files.
- Provide this list to the Secretary and to those who send cards to members (e.g., sympathy cards).
- Provide this list to anyone else who mails information to members.

**4. Listing of all members with email addresses**

- Template is available with Membership Convenor's electronic files.
- Provide this list to the Secretary.

**5. Listing of all members with birthday month and address.**

- Template is available with Membership Convenor's electronic files.
- Provide this list to the member who sends birthday cards to members.