



APWA Illinois Chapter Membership Plan

1. Review National's Monthly Membership Reports – Membership Status Report by Chapter; Chapter New Member Report; Chapter Delinquent Report; Chapter Dropped Member Report; Chapter Reinstated Member Report and Chapter Member Profile Change Report.

New member and dropped member reports are emailed to the Chapter Secretary, the Chapter Administrator and to each Branch President. All Branches do their meeting notices by email so this information allows them to keep their email lists up to date.

Email members on the Chapter Delinquent Report to remind them of their status and urge them to renew their membership.

2. Review National's Chapter Group Membership Vacancy Report semi-annually.

Email each agency's contact person to advise them of the number of vacancies on their roster and urge them to fill the roster from their engineering or operation staff.

3. Chapter Annual Conference

At registration have a special badge for first time attendees. Have a meet and greet by the Chapter President with first time attendees prior to the start of the first full day of the conference.

4. Chapter Newsletter

In each newsletter include the name and agency or company of new members.

5. Branch Meetings

Branches make the first invitation to a new member for a Branch meeting by a phone call or an individual email.

Branches provide a free lunch at a Branch meeting to first time attendees, either new members or prospective members.

Branch membership chairman or an officer greets new members at Branch meetings to make them feel welcome and introduces them at the start of the business portion of the meeting.

6. Membership Development

Each member of the Chapter contact at least one non-member and urge them to join by promoting member benefits, especially the new program of online training at no additional cost.

Each member who brings a prospective member to a Branch meeting will have his or her name, for each prospective member brought to a meeting, put into a drawing for a prize to be drawn and awarded at the Chapter Conference Awards Breakfast.