

Region Membership Chair Annual ACTION PLAN

MONTHLY

- Review monthly membership reports.
 - Contact clubs that have newly fallen below 12 regular members.
 - Review and follow up with introduction form prospects.

AD HOC & ONGOING

- View on-demand RMC Webinars and participate in live question/answer sessions or email discussions.
- Follow up with leads submitted via the [introduction form](#) on SIA's website to clubs in your region.
- Ensure that new members and new clubs are welcomed and mentored as they join.
- Support SIA's win-back outreach to recently lapsed members.
- Review findings of lapsed and new member surveys from SIA Staff.
- Attend and promote events and member engagement opportunities offered by SIA.
- Attend and promote club leadership and member training opportunities offered by SIA.

SEPTEMBER

- Assist region governor in connecting with clubs that have not yet paid annual dues to avoid charter forfeiture on October 1 annually, or to complete disband procedure if necessary.

OCTOBER

- If your region holds a fall/district meeting or leadership retreat, attend and share Engagement section of PowerPoint presentation provided to region leaders by SIA headquarters.

NOVEMBER

- Report on [charter progress](#) in your region to membership@soroptimist.org and participate in RMC email discussion to ask for help or to learn how you can support charters in other regions.

DECEMBER

- Review [introduction form outreach toolkit](#) and share with clubs in your region.
 - Follow up on introduction forms submitted to your region so far this year – have they connected with a club yet? Have they joined? Can you support the prospect in finding a club that is a good fit?

JANUARY

- Hold a region-wide member engagement opportunity such as a Zoom/videoconference social, a social media campaign, or a member care call chain to support members in your region to connect with one another beyond their local club.

FEBRUARY

- Report on [charter progress](#) in your region to membership@soroptimist.org and participate in RMC email discussion to ask for help or to learn how you can support charters in other regions.

MARCH

- Connect with club treasurers to highlight [club dues invoicing templates](#) and prepare for a successful dues renewal season for member retention.
- Review RMC Region Conference Presentation provided by SIA Staff and begin to practice delivering your speech.
- If you have a request for statistics outside of usual reports to share at your region conference, email membership@soroptimist.org this month.

APRIL

- Connect with club treasurers to emphasize importance of dues invoicing process for member retention.
- If your conference is in April, attend your region conference and deliver RMC Region Conference Presentation provided by SIA headquarters.
- Connect with your region governor and prepare your region's membership entry for Shaping the Future Awards.
- (in even-numbered years) When new RMC is appointed for upcoming biennium, begin mentoring to prepare her for this leadership role, sharing this Annual ACTION PLAN and involving her in upcoming responsibilities.*

MAY

- Connect with club treasurers to ensure they are supported through dues invoicing and renewal process for member retention.
- If your conference is in May, attend your region conference and deliver RMC Region Conference Presentation provided by SIA headquarters.
- (in even-numbered years) When new RMC is appointed for upcoming biennium, begin mentoring to prepare her for this leadership role, sharing this Annual ACTION PLAN and involving her in upcoming responsibilities.*

JUNE

- Remind club treasurers to remit SIA Dues prior to July 1 deadline.

- Encourage clubs to share activities that enhance the member experience by submitting entries for Soroptimists Celebrating Success Awards (SCSA), due to your region's SCSA Chair no later than July 1.
- *(in even-numbered years) Incoming RMC participates in RMC Training Webinar.*
- *(in even-numbered years) Continue mentoring incoming RMC.*

JULY

- Congratulate and recognize clubs on their performance and successes throughout the club year.
- Share goals for the new club year.
- *(in even-numbered years) Attend Convention to learn in membership workshops, meet fellow Soroptimists and celebrate our organization.*

AUGUST

- As the new club year begins, welcome new members to your region. Support clubs by sharing the [new member welcome webpage](#) and orienting new members to SIA.