

The Women's Roundtable

MEMBERSHIP AGREEMENT

Please accept my membership in The Women's Roundtable, Inc. I agree to pay the annual membership dues of **\$90.00** (payable each year on my anniversary date) which entitles me to one complimentary ticket to the annual *Woman of the Year* dinner event. My check for this year's dues is attached. I acknowledge receipt of the Bylaws of the Women's Roundtable.

Signature

Date

Check No.

Please complete the following information by printing/typing the information and mail the entire agreement with your check made payable to: _

The Women's Roundtable
Attn: Membership Director
PO Box 3922 • Erie, PA 16508

PERSONAL INFORMATION

[Member/Sponsor's name, if applicable: _____]

Full Name: _____

Home Address: _____ **City** _____ **State** _____ **Zip** _____

Home Phone: _____ **Alternate Phone (cell - optional):** _____

Volunteer Work: _____

Hobbies: _____

Other Interests: _____

Spouse/Partner & Children (optional): _____

Email Address: _____ **Fax:** _____

PROFESSIONAL INFORMATION

Profession/Title: _____

Business/Company Name: _____

Business Address: _____ **City** _____ **State** _____ **Zip** _____

Business Phone: _____

Email: _____ **Fax:** _____

Mail should be sent to me: at my home address at my business address (please check one)
Phone calls should be directed to: my home my business (please check one)

I would be interested in serving as a Committee member next year or in the future. I am most interested in the following committee(s). If you have any questions, please contact the Membership chairperson at the number listed below.

PLEASE CHECK ALL THAT ARE OF INTEREST TO YOU:

- | | |
|--|--|
| <input type="checkbox"/> Membership | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Programs | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Reservations/Hospitality | <input type="checkbox"/> Special Activities |
| <input type="checkbox"/> Council of Women Organizations Representative | <input type="checkbox"/> Woman of the Year Event |

See reverse side of this form for brief descriptions of the above positions

Membership Director: _____

Telephone: _____

Committee Job Descriptions

Membership

Provide membership-related information to prospective and new members, as well as appropriate forms and supplies to members. Report monthly to the Board. Invoice members (annual dues) and keep accurate records of payments and signed Agreement Forms. Provide membership update to Newsletter Editor. Update WRT's brochure and membership forms as needed.

Programs

Develop and coordinate the monthly networking and development meetings. Supply Publicity Director and Web Manager with all pertinent meeting information 2-3 weeks prior to the event.

Reservations/Hospitality

Accept/record reservations (by phone, mail or email) for any WRT events/programs. Record the name, address, telephone and method payment of each attendee. Prepare a list of guests at each meeting and present to the President. Collect monies at the door of any event/program and forward same to the Treasurer. Provide a copy of the reservations list to the Membership Director and Treasurer.

Council of Women's Organizations Representative

Represent WRT at any CWO events (monthly luncheons, special events, etc.).

Publicity

Publicize all networking and development meetings. Work closely with the Woman of the Year chairperson to publicize this major annual event.

Newsletter

Collect information and articles from members and elsewhere to produce a monthly newsletter and distribute to members via US Mail or email, whichever is preferred. Also distributed to friends of WRT via email.

Special Activities

Develop/coordinate special activities, above and beyond the monthly Networking and Development Meetings and Woman of the Year. Entertain such ideas as bowling nights, golf outing, Playhouse activities, Philharmonic concerts, shopping, hockey games, basketball games, etc.

Woman of the Year Event

Responsible for all activities relating to the presentation of the Woman of the Year "Lucy" award. Serves as chair and facilitator for the Selection Committee, Banquet Hall, Nominees & Nominators.