

## GPCA MEMBERSHIP CHAIR PROCEDURES

1. When an application is received, review it for completeness (the application, bio, and a check should be included). If anything is missing, notify the applicant immediately.
2. Once a complete application is received, email the applicant to let them know it has been received and inform them of the process of Board and membership approval.
3. At the end of every month, email the Board asking for their approval of all applicants. Include applicants' name, city, state, a brief version of their bio, and their endorser. *If no negative responses are received after two weeks or so, consider them approved. In the event that a Board member does not approve the applicant, notify the applicant via email. Simply state that the application was not approved, DO NOT GIVE A REASON.*
4. Once approved by the Board, forward application checks to the Treasurer.
5. Keep track of Pinscher Press deadlines. Prior to the submission deadline, email the Membership Report to the editor which should include the following:
  - a. New members of the GPCA - include their name and state only.
  - b. Individuals who have applied for GPCA membership - include their name, city, state and a brief bio. Don't forget to include their endorser's name.
6. After 30 days of publication, if no negative comments are received regarding a potential member, send the welcome packet to the new member. The Welcome Packet should include:
  - Constitution, By-laws, and Breed Standard
  - Updated membership list (with the new members added)
  - GPCA car stickers
  - A copy of the GPCA brochure

Five GPCA business cards

7. Update the Membership Directory and email the file to the editor of the Pinscher Press and the webmaster.
8. Mail a hard copy of the updated Membership Directory to all GPCA Officers and Board Members.