

**Royal Scottish Country Dance Society
Vancouver Branch
Membership Secretary (“MS”) – Administration Guidelines**

General

The role of the MS is generally to

- receive Membership Applications and Fee payments from the Membership Representatives of Clubs in the Lower Mainland of BC and northern Washington State
- to do likewise for individual applicants for membership elsewhere in BC
- receive the annual supply of Membership Cards from Scotland and issue them together with such other materials and information sanctioned by the Branch, including the Annual Calendar of Events prepared by others
- forward Fees to the Branch Treasurer
- maintain membership lists and advise Scotland thereon

Email Alias

Membership@rscdsvancouver.org email address will be connected to the personal email address of your choice. Advise the Web Master and he/she will set it up: it provides a seamless transition from one incumbent to another, so should be used in preference to a personal email address.

Mailing Labels

The MS prepares and delivers the newsletter mailing labels to the ‘dispatcher’ who stuffs, seals, stamps and posts the newsletters. For the last many years the dispatcher has been -

Al & Helen Hughes 604-987-5450 of 729 East St. James Road, North Vancouver.

The ‘dispatcher’ usually wants these a month in advance, by the month end. The labels have been set up on data base on an external hard drive.

Scottish Country Dancer

The MS emails a Membership list to Edinburgh twice a year, in December/January and again in June to – RSCDS 12 Coates Crescent Edinburgh EH3 7AF

shona.coyle@rscds.org or, if Shona is not there, to – elspeth.gray@rscds.org. The list sent comprises just the current membership #, including full name, address, phone and email. This list should include all Life Members. This will ensure that all Members will receive the Scottish Country Dancer magazine from Edinburgh.

Membership Lists

The MS maintains a list of all Annual and local Life members and teachers for RSCDS Vancouver Branch and may distribute the list to current Board members for Branch business only.

Membership Fees

- the fee for Membership in RSCDS Vancouver Branch is \$50/annum and a second member at any single address will receive a \$15 discount
- a person joining after January 1st, who was not previously a member, is allowed to pay just half the annual fee

Membership Applications

The Membership Application process is described in the attached sample letter. This letter is sent to Membership Representatives for each of the principal Clubs within the Vancouver Branch area and to some individuals beyond.

In completing the Membership Form, members who dance at more than one Club or Group will select the Club or Group they consider to be their home Club or Group, generally the one from which their Membership is taken out.

Upon receipt of each Application, the MS

- Checks (and initials the boxes provided) that the Fees are correct, that the appropriate designations (Full, Chq, etc.) are circled.
- Writes up a Membership card.
- Enters the details on the Membership List.
- Separates the forms and files the White in the MS records.
- Returns the Pink to the Member.
- Returns the Yellow to the Club

Newsletter Only

Although we encourage full membership, those living outside the Lower Mainland may subscribe to the Branch Newsletter alone, at a cost of \$20/annum. Life Members may do the same at the same cost.

Patsy Jamieson

Membership Secretary (2009-2011)

Approved by the Board on September 10, 2011