

**VIRGINIA DISTRICT OFFICER MEETING**  
**November 8, 2008**  
**AREA REPORT GUIDELINES/SUGGESTIONS TO CHAPTER DIRECTORS/MEC**

**MED** – Membership Enhancement Division

**MEC** – Membership Enhancement Coordinator

District has a **MED** to assist the District Director

- Assist with forwarding of Area Reports received from Region, to all Chapters.
- Keep track of monthly reports returned back from Chapters to the Region.
- Provide assistance to any Chapter needing additional information or instructions.
- Insure all Chapters have an **MEC** or someone in chapter to perform that duty.
- Provide a focal point at District for Chapters wanting to change or add zip codes.
- Maintain Recruiting statistics for RITV awards.
- Work with Chapters to broker all discrepancies with National's statistics.
- Oversee other MED areas, COY program, Newsletter Contest, Recruiting & Retention.

Chapters have a **MEC** to assist the Chapter Director

- Assist with scanning the Area Reports sent from National through Region to District & Chapter.

**Receive Full Area Report** (includes recruiting info) in January and July

- Check for number of new recruits that **National HQ** credits Chapter and/or Individual.
- Insure members agree with numbers for which they have been given credit.
- Contact **District MED** to broker any discrepancies.
- Perform checks as outlined for monthly Hot Sheets received.

**Receive Hot sheets monthly**

- TABS = (New Members, Expiring Dues, Prospective members, Expired Dues, Unassigned Zip Codes)**
- Check for **new members** in area to contact and invite to chapter meetings.
- Annotate a list to denote when contacted and via what means.
- Insure that each new member receives a copy of the GWRRA 'New Member Guide'.
- Check for list of members whose **membership in GWRRA is about to expire**.
- Inform those members and remind them of the need to renew.
- Report any discrepancies to District MED to broker with National.
- Check for list of members whose **membership in GWRRA has expired**.
- Inform or contact those members to see if want to renew or why quitting GWRRA.
- Checks list of **Unassigned Zip Codes** to see if chapter would like to add zip code their chapter.
- Inform District for approval and National will be informed.
- Check list of members and **insure addresses, phone numbers and email addresses are correct**.
- Have members contact National to correct their information in the database.
- Members must **contact National for personal password**
- Inform District MED of corrections so they can correct their database.

Chapters report back to Region (with copy to District) with **dates of when contacted new members**.

Reports due **within the month** of receiving Area Report

Reply with annotated copy of the same report received from Region (carbon copy to District)