

ACTION PLAN FOR MEMBERSHIP RETENTION
ROTARY Club of _____

1. Appoint a Membership Retention/ Attendance committee

2. Schedule the First Committee meeting - _____ time and place

3. Besides the committee members and club President, decide whom to invite

___ Club President elect ___ Club Secretary ___ Sergeant at Arms

___ Assistant Governor ___ someone from the District Membership committee

___ other _____

4. Decide which methods the club will use to retain its members

___ Meeting improvements ___ better projects ___ fellowship events

___ Published and available attendance reports ___ Phone calls to absentees

___ Orientation program for new members ___ Mentorship of New members

___ Appointing all members to suitable club tasks ___ improved communications
to members ___ e-mails ___ club bulletins ___ phone chain

___ Surveying members to find out what they want from Rotary

___ Promoting District Events such as the District Conference

___ Promoting Vocational and Recreational Fellowships

___ Inviting Members to the Rotary Leadership Institute

5. Decide who is responsible for the methods selected

6. Present program to Board of Directors _____ date

7. Present Program to Assistant Governor _____ date

8. Followup – Monitor progress – conduct exit interviews – discussion at committee

