



ITS Minnesota Membership Processes

The ITS Minnesota Memberships Committee is responsible for creating and maintaining a current membership database as well as continual recruiting to support the ITS Minnesota mission. This 'paper' documents the membership processes.

Membership

Each Member entity of ITS Minnesota may have a primary and up to two alternate persons on the distribution list for meeting notices, newsletters, surveys, and voting notices. Each member entity is entitled to be listed on the state chapter web site, <http://www.itsmn.org>.

Renewing National Members:

Each national member will be sent an invoice in late November for membership the following year, payment due 2 January. In addition to the annual amount, the invoice letter will include the three persons presently listed in the records and an information update request. The invoice letter will also ask the organization to submit changes to their members.html page entry on our web site.

When the member responds with payment, the membership committee shall:

- Forward the check to the treasurer,
- Send the mailing update request to the UPDATE distributor,
- Send the mailing update request to the WEB editor for 'what's new' announcement,
- Send a copy of the WEB changes to the WEB editor, and
- Inform ITS America that the member has renewed and ascertain when the associated ITS America payments will arrive.

If a member has not sent a check by 15 January, a reminder letter will be sent.

If a member has not responded to the reminder by 31 January, the committee shall:

- Notify the UPDATE distributor and WEB editor to remove the entity from their lists,
- Inform ITS America that the organization is being removed, and
- Inform the former member that he may re-join at any time.

Renewing Local Members:

The check and information dissemination is the same as for national renewing members. Additionally, each local member organization is expected to have an employee participate on at least one committee. Each entity is also expected to provide an article submittal to the newsletter or an item for the what's new page of the WEB site.

New National Members:

If payment is received with the "join us" form, the check and information dissemination is the same as for national renewing members.

If payment isn't received, an invoice shall be sent similar to the renewing letter.

Additionally, the President of ITS MN will send (or sign) a welcome letter asking them to verify the three people to be listed. Also, invite submittal of data for the WEB site



members.html page. The Emcee at the next quarterly luncheon will announce the new member organization.

New Local Members:

If payment is received with the “join us” form, the check and information dissemination is the same as for national renewing members.

If payment isn’t received, an invoice shall be sent similar to the renewing letter.

Additionally, the President of ITS MN will send (or sign) a welcome letter asking them to verify the three people to be listed. Also, invite submittal of data for the WEB site members.html page.

The Emcee at the next quarterly luncheon will introduce attending participants from the new member organization.

Recruiting

The membership committee will provide ‘join us’ forms at each event that ITS Minnesota hosts or co-hosts.

The membership committee will provide the WEB editor with an annual update to the joinus.html page.

The membership committee will coordinate participation of a person in the State Chapter’s Booth at the ITS America Annual Meeting.

The membership committee will solicit contacts from the ITS Minnesota board of directors for candidate new member organizations.

The membership committee chair will meet schedule quarterly meetings with the committee to review actions and membership status.