



## Club Membership Development Program

Rotary District 5230  
George Wade, Governor  
2011-2012

### Frequently Asked Questions (FAQ's)

#### PHASE ONE

1. *What is the best way to divide the club into Namers and Closers?*

The Membership Chair working alone or in concert with the president and/or other volunteers should assign the Namers to teams once the Closers have been identified.

2. *What is the best way to decide who will be Closers?*

Identify those members that have been successful in bringing in new members to your club in the past. Describe the program and ask them if they will volunteer to be a Closer. Also look for those members with outside sale experience to serve as Closers.

3. *We divided our total membership by 8, determined the number of Closers but the remaining number of members is not equally divisible by 4. What do we do with the remaining 2 or 3 members?*

With 3 remaining create a team of 3. With 2 remaining reduce another team by one member and have two teams of 3. With 1 remaining follow the same process. All teams will have 3 or 4 members. Do not create any teams with only 2 members or with more than 4 members.

4. *Once Closers and Namers are identified what's next?*

Each Closer should be assigned to assist two (2) Namer teams. The Namer teams will choose a Team captain. The Team Captain and Closer will work together to ensure Phase Two is accomplished.

5. *What is the process for the Namer Teams to identify new Rotarians?*

Each Namer Team will compile a list of several names which have been submitted by that team's members or by the Closer assigned to assist that team. The Namer team members will review and discuss each of the names and determine which two names will be submitted to the membership chair.

6. *What criteria should be used in determining which names to submit?*

Names submitted should be individuals known or believed to have the ideals and character of a good Rotarian. The names submitted are individuals believed to be able to fit into the "personality" of your club.

7. *What if two teams submit the same name to the Club's Membership Chair?*

The team that submits the name first gets the name as one of their two submissions. Any other team(s) submitting the same name must find a suitable substitute.

8. *Can a Closer submit a name to be considered as a potential new Rotarian?*

Each Closer is working as a partner with two (2) Namer Teams and can submit a name to either or both of those teams for consideration. Teams will decide which two names they will submit. Remember that Rotarians (Namers and Closers) can invite potential new members anytime during the year. We suggest the clubs work within the framework established during the specific time periods of Four Gives Two and Four Gives One and that any additional invitations be offered at other times throughout the year.

9. *What reporting is required?*

Membership Chairs report weekly to their Territory Membership Coordinator on the progress of names submitted during Phase One, invitations extended and invitations accepted during Phase Two and Guests honored during Phase Three.

## PHASE TWO

10. *Who coordinates the activities of Phase Two?*

It is the responsibility of the Closer and Namer Team Captains to coordinate the visits to extend the "invitation" to potential new Rotarians.

11. *How should invitations be made?*

Invitations should be made in person if at all possible. If for some reason that is not possible an invitation can be made by phone. Do not extend an invitation using email, it's too impersonal.

12. *I am a Namer and the name I submitted to my Team was submitted to the membership chair as one of the two names from our team. I do not see the need for a Closer to go with me for the “ask”. What should I do?*

You should follow the program and use the Closer if for nothing else, moral support. Also, since this is the first time the District has used this format statistical data for making improvements will be skewed if the format is not followed.

### PHASE THREE

13. *How does hosting work?*

Members of the Namer Teams are responsible for hosting prospects named by their team. These potential Rotarians are your “honored guests” and should be treated in that manner. This includes greeting the new potential Rotarian at the door, making them feel welcomed and introducing them to as many members as possible

14. *Are these meetings any different than normal club meeting?*

Clubs are encouraged to have their speaker chair arrange for dynamic speakers for the three (3) weeks of Phase Three. Presidents should make sure a committee chair reports at each of these three meetings on different projects of your club from any of the Avenues of Service. You want your honored guests to understand what your club is doing and what they become a part of.

15. *Who pays for the meal of the “honored guests”*

Clubs have been asked to adopt a policy to pay the meal charge for “honored guests” during the three weeks of Phase Three. The same policy should apply to any guest invited any time during the year as a prospective new member. Once inducted the new member pays their own way.

16. *What Rotary materials should be given to our “honored guests”?*

It is recommended during Phase One to collect recent copies of The Rotarian Magazine and give a copy to each “honored guest” during their first visit to the club. Do not overwhelm the guest with printed information on Rotary.

17. *We completed Phase One & Two and we’re in Phase Three, what’s next:*

At the end of Phase Three comes “the ask”. It’s time for your team to ask your honored guest to join Rotary. Before this day arrives you should become familiar with the steps outlined in the RI Publication “How to Propose a New Member”. Your club Secretary should have copies of the necessary paperwork which is also available on the RI website [www.rotary.org](http://www.rotary.org).

18. *What else should I know or do?*

It's important during the time period between asking a person to join and inducting that person that they receive a good orientation. At the very least this should include information about your club, Rotary International, attendance requirements, financial requirements, expectations of involvement in projects, etc.

19. *I know the "Four Gives Two" is in August and September but I may know someone that is not available in September during the three week hosting period. What should I do?*

The designated time periods for Four Gives Two and Four Gives One are a District Wide program designed to place increased emphasis on membership development with specific steps and times. Recruiting a potential new Rotarian is not restricted to these times only. Potential new Rotarians can be identified and invited to become members any time during the year.

20. Additional questions may be directed to Nelson Sebra, Assistant Governor, Membership - [nelsonsebra@sbcglobal.net](mailto:nelsonsebra@sbcglobal.net) or 559-292-5399.

