

## **MEMBERSHIP FROM THE SECRETARY'S VIEW**

The last couple months have been brutal timewise. Now that the calendar year is coming to an end, many Auxiliaries are sending in their memberships to try and beat the deadline. I get calls because it is taking too long to get their cards. Some start complaining a week after they mail the D&R. Please, let me tell you what I have to do when I get the D&R.

**#1.** First I check the current roster to see if this R is really a renewal; N is new; H is an existing honorary member; NH is a new honorary member AND HAS THE NEW HONORARY FORM INCLUDED!; RL is a renew to life (not just a life member), NL is a new life member (and in not a current member). Both these NEED A NEW LIFE MEMBER FORM INCLUDED!)

**#2.** I update the current roster and organize by status. I often have to add the ID number for members because the 1<sup>st</sup> Vice leaves them off. I have been told by some that it just takes too long to look the number up on the National Roster. OH REALLY??

**#3.** I need to record checks on a transmittal form. I list the date it's received, the Aux. #, the check # and what is being paid by this check. I also list the breakdown between (a. Department (b. National (c. Hospital assessment (d. Savings #1 for each D&R check. If totals do not add up to the check amount, I have to try and figure out why (which happens in about 60 to 75% of each D&R check). If there is a discrepancy, I may have to fill out a debit or credit slip with your returned cards. It should be used in your next one and expires in May.

**#4.** I fill out our membership chart for the individual Auxiliary standings based on their status (R/L/RL/NL/N/H) and the number of memberships due.

**#5.** Three copies of each D&R are made – one for my records, one for the Dept. 1<sup>st</sup> Vice, one for the local. The original is sent to National.

**#6.** I pull the membership cards sent from Nat'l headquarters to return to the locals as listed on the D&R.

**#7.** I type up cards for new members, and sometimes there's no card from Nat'l so I have to make one. Also, there may be a name change. I type a new card ONLY IF REQUESTED!

**#8.** The final step is putting the return D&R with cards into envelopes, adding labels for 1<sup>st</sup> Vice addresses, return addresses, weighing each envelope and putting on correct postage. It is now returned to the local 1<sup>st</sup> Vice.

**#9.** At the end of the month, I start working on transmittals to National and the Dept. 1<sup>st</sup> Vice and I compare our membership charts (See #4). If we don't match, we need to find the error. A few errors do happen, and we review them until they are right.

I also have phone calls and receive an average of 20-39 emails a day. I have requests to send out information to Dept. Officers and other duties. I do the monthly newsletter which takes about 5-7 days to complete, print, fold, stuff, address, stamp. Believe it or not, some of the articles are sent in after the deadline. I do bank deposits and send transmittals to the Treasurer. I have many things to do for Fall Conference, SEC meetings, convention, zoom meetings, etc. Plus other stuff I don't have time to list.

We have an upcoming Spring SEC which will be done by ZOOM and if you think these meetings are easy to record – try it sometime!

I am not complaining. I really like this job and keeping busy – but Geez, could you please give me a break. I work 7 days a week (except for Superbowl Sunday) – often until late into the night