

## **Best Practices for Membership Committees:**

- All members appointed to the membership committee will receive the application of every applicant that applied for Council Membership
- Every applicant will, ideally, be interviewed by two (2) people on the Membership Committee
- Zoom will be the preferred format for interviews with applicants, but phone interviews can be conducted as well if a Zoom interview cannot occur. When using Zoom for interviews, the membership committee members that are conducting the interview should display the questions being asked so the applicant can see the questions, as well.
- Committee members will each need to log at least three (3) contact attempts for each applicant they are assigned to interview (ex. if 2 members are interviewing, both would need to make three (3) attempts for a total of six (6) contact attempts). Contact attempts will need to be made using the various methods provided by the applicant including:
  - Email,
  - Phone number,
  - Whatever other form the applicant may have provided
- Membership committee members will have one (1) month to complete interviews, when possible.