Membership Committee:

Meet & Greet Step-by-Step

# Mission

# The Membership Committee (“MC”) leads MAPE’s efforts in membership recruitment and retention.

# Selecting the right local

To get started, work with the MC staff liaison to determine which local has a need to improve its membership engagement and retention. The staff liaison will identify locals with membership engagement and retention needs.

# Asking local leaders

To get started, call the local president to determine whether his/her local has interest in organizing a recruiting campaign in the near future.

**Ask:** “Hello, my name is \_\_\_\_\_. I work for <agency> as a <position> and I am on MAPE Statewide Membership Committee. Over the past several years, we have gone from local to local to help organize meet and greet events (coffee breaks) as well as set up 1:1 appointments. Would your local be interested in having us assist with membership recruitment by hosting a Meet & Greet (coffee break) and setting up 1:1 appointments?”

**Details:** “We will be providing donuts and coffee for this event. We ask local leaders to be involved by providing a room and promoting the event, such as emailing and advertising a flyer that we will provide. We look forward to working with your local leadership team to increase membership engagement in your local. Thank you.”

**If yes, but** I have to ask my fellow local leaders first: “Sounds great! Please let them know which of the following three dates would work best for them: <month, day> from 8:30am to 10:30am, <month, day> from 8:30am to 10:30am, and <month, day> from 8:30am to 10:30am.”

* Send an email to local leaders (e.g., president, vice-president, secretary, treasurer, membership secretary, director, negotiations representative, chief steward, organizing business agent, and contract representing business agent) to summarize the conversation and MC’s offer to assist with organizing the meet and greet (coffee break) as well as setting up 1:1 appointments.
* “Thanks for speaking with me earlier. Again, my name is \_\_\_\_\_. I work for <agency> as a <position> and I am on MAPE Statewide Membership Committee. We would like to come to your local to assist your local leaders in membership recruitment by hosting a Meet & Greet (coffee break) and setting up 1:1 appointments. I’m wondering if [date and time] would be a good time for the MAPE Statewide Membership Committee to come to your local. We will be providing donuts and coffee for this event. We ask local leaders to be involved with our assistance. Can you please reserve a room for us to use? [if yes, please let me what room you were able to reserve] MAPE Statewide Membership Committee will help advertise the event by sending flyers for you to distribute to the MAPE employees, as well as sending out a flyer via email. We look forward working with your local leadership team to increase membership within in local. Thank-you.”

**If no:** “Do you have any interest in organizing a recruiting campaign in the near future?”

* Send an email to local leaders (e.g., president, vice-president, secretary, treasurer, membership secretary, director, negotiations representative, chief steward, organizing business agent, and contract representing business agent) to reaffirm MC’s commitment to assist with organizing the meet and greet (coffee break) as well as setting up 1:1 appointments.
* “Thanks for speaking with me earlier. Again, my name is \_\_\_\_\_. I work for <agency> as a <position> and I am on MAPE Statewide Membership Committee. I know you mentioned earlier that your local has no interest in organizing a recruiting campaign in the near future, but please let us know if you decide to change your mind because the offer will always be available for your local. That is, we would like to come to your local to assist your local leaders in membership recruitment by hosting a Meet & Greet (coffee break) and setting up 1:1 appointments. We will be providing donuts and coffee for this event. We ask local leaders to be involved with our assistance. We will help advertise the event by sending flyers for you to distribute to the MAPE employees, as well as sending out a flyer via email. Thank-you for your consideration.”

# Setting up 1:1s

Before making the call, make sure to have the date and time confirmed with local leaders. The staff liaison will provide a list of nonmembers and/or members to call. Depending on the size of the list, MC members may split the list.

**Phone calling:** “Hello, my name is \_\_\_\_\_. I work for <agency> as a <position> and I am on MAPE Statewide Membership Committee. We are working with your local leaders to organize a coffee break. There will be donuts and coffee for you and your colleagues to enjoy. I would like to personally invite you to the coffee break on <date> from 8:30am to 10:30am. While we are there, we would like to set up brief meetings with you and others. At this meeting, you can bring up any questions or concerns about the contract, your benefits, or any workplace issues that you may have, such as career advancement. Would you be interested in having a brief meeting with us?”

**If yes:** “What time would work best for you?”

* Create an Outlook meeting invite to put it on your calendar as well as his/her calendar. Make a note of the date, time, and location of the meeting on your spreadsheet.
  + “Hi <Name>, Thanks for agreeing to meet with me on <date and time>. At this meeting, you can bring up any questions or concerns about the contract, your benefits, or any workplace issues that you may have, such as career advancement. I am looking forward to our meeting.”

**If no:** “To make sure that we provide enough donuts and coffee, do you think you can make it to the coffee break?”

# Checking off the gameday list

Donuts, coffee, napkins, plates, and etc.

MAPE Swag: mugs, lanyards, pens, shirts, and etc.

MAPE membership cards and other membership/action information.

List of nonmembers and/or members contact information.

Appointment Grid of scheduled 1:1 meetings with nonmembers and/or members.

List of local leaders contact sheet.

List of MAPE Accomplishments

Sign-in sheet with nonmember and/or member noted by name