

New Member Joining Process

Prospective new member (PNM) contacts HonSec (or completed application form is passed to HonSec). It's important that HonSec remains the 1st point of contact throughout this process.

HonSec contacts PNM(s)
with an interview date. By
default, this is the last
Wednesday of the month.
The interviewing team*
are emailed details of the
PNM(s)

Any member of the interviewing team unable to make the interview should arrange for someone to swap with them. It is their responsibility to do this and nobody else. There should be at least three members of the interview team plus the proposer present at the interview.

A member of the interview team meets the PNM(s) at gate and then shows the PNM(s) around the club premises drawing attention to all safety notices and exits. Following an informal tour of the premises the team should retire to the club room for the interview. This should be conducted using the interview checklist provided in the process.

The lead for the interview** prints out copies of all documents stated in the New Member process* ready for the interview.



Following the interview the PNM(s) should be told that a decision on their application will be made at the next committee meeting which, by default, would be the following Wednesday. They will normally be told of the committee's decision within a day or so of the committee meeting. The PNM(s) will then have 1 week as a cooling-off period to decide if they want their application to continue. The emphasis will be on the PNM(s) to make contact with the HonSec to proceed with the membership. If no confirmation has occurred within 3 weeks, this will be taken as confirmation that the PNM(s) no longer wish to proceed with their membership application.



Having received confirmation from the PNM(s) that their application is still required, the HonSec enters their details into the admin system (Webcollect) and raises an invoice for their joining fee and membership subscription. The HonSec then sends the new member(s) a welcoming email containing, amongst other things, a copy of the ECSC Welcome Pack that contains details of how to access the Members Area of the website and how to gain access to Webcollect.

Once payment is received, arrangements are made to handover their key fob allowing entry into the club's premises. This is usually done in person by a committee member e.g. Treasurer.

^{*}Full details of the joining process and the interview teams calendar can be found here: https://www.eastcowessc.co.uk/members-area/committee-matters/new-member-interview-process/

^{**} The lead for the interview is the person whose name appears first in the interview calendar. March 2023