

New Member Process - Information Flow

- 1) Any current member of the Guild may contact any potential new member and invite them to join the OGTC.
- 2) If the candidate is agreeable to joining the Guild, the name, address, and email address of the candidate is to be forwarded to the Guild Secretary : **Jenn Olivero, 511 12th Street, Hanover, Ontario, N4N 1W1** or by email: **crierjen@hotmail.com**
- 3) The secretary will send an application form to the candidate.
- 4) The candidate returns to completed form to the Guild Secretary for review to determine completeness. If complete - proceed to step 5
- 5) Guild Secretary notifies the President to arrange a vote by the Board of Directors. This vote can be conducted electronically.
- 6) If approved the Guild Secretary will be directed to advise the candidate to submit fee to the Treasurer.
- 7) Once payment is received, The Treasurer will:
 - a) Notify the President,
 - b) Will issue and send the membership card, and Guild Crest to the new member and send a letter of welcome - an example is included below.
 - c) Notify the Webmaster to add the new Crier to the membership list on the web site
 - d) Notify the Public Relations Chair of the new member
- 8) The Public Relations Chair will make a personal call welcoming the new member.
- 9) The President will make a personal call welcoming the new member.

A sample letter follows.

Hello _____

Welcome.

Congratulations on being accepted to the **Ontario Guild of Town Criers!**

Date

Hello _____

Your membership in the Ontario Guild of Town Criers has been approved by the Board of Directors, now that a copy of your by-law is on file with us and your membership dues for 2017 and initiation fees have been paid.

Enclosed, please find a cloth badge with the Ontario Guild of Town Criers crest, your membership card and a receipt for monies paid.

I hope to meet you at some of our Guild events and that you enjoy the camaraderie and companionship of all the members.

If you have any questions, please feel free to contact myself or any other member of the Guild. The following is a link to our website so that you may have access to the Rules & Regulations, Guild Constitution and By-laws.

<http://www.TownCrier.on.ca>

Once again, congratulations and welcome to the Ontario Guild of Town Criers.

Thanks and take care

Doug Turvey
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