

# **KCYM JOB DESCRIPTION**

## **ADMISSIONS COMMITTEE CHAIRMAN**

### **2025-2026**

**Job Description:** The Admission Committee Chairman shall be in charge of recruiting and publicizing the Club to prospective new members (PNMs) and shall process new member applications.

**List of Duties:**

- 1. AUTOMATIC COMMITTEES: Chairman:** a) Admissions;
- 2. AUTOMATIC COMMITTEES: Member:** a) Membership Committee
- 3.** The Chairman shall administer the Bylaws as outlined in Article III Sections 3 and 4, Article VII, Section 1 and Section 4A, Admissions. She shall administer the Standing Rules #32, #33, #34, and #35.
- 4.** The Chairman shall acquire, through Club Commitment Day, members to serve on the Admissions Committee, including automatic members.
- 5.** The Admissions Committee members are encouraged to attend official Club Programs through the application deadline of February 15<sup>th</sup> for the purpose of meeting the Prospective New Members. This will be beneficial in the event they need to act as endorsers.
- 6.** The Chairman shall update and revise the application form and information regarding endorsing or sponsoring a new member for the Yearbook (deadline June 15<sup>th</sup>). Information regarding Prospective New Member events shall be listed in the Yearbook. The Chairman shall update the PNM booklet each June and have new booklets submitted to printer by August 15<sup>th</sup>. The Prospective New Member booklets should be made available to KCYM members at programs and extra copies kept in the Club House library.
- 7.** The Chairman shall inform the membership of the guidelines for luncheon reservations for Prospective New Members.
- 8.** The Admissions Chairman together with her committee will plan the Prospective New Member Coffee. The President, President-Elect, Board of Directors and sponsors should be invited and encouraged to attend the coffee. The Prospective New Member coffee will be held in late January.
- 9.** The information submitted to the Admissions Committee from the Club-At-Large concerning a candidate must be held confidential by the Admissions Committee. The Admissions Committee shall obtain further information if there is an objection to a particular Prospective New Member. The Committee may vote by ballot to withhold a candidate for further review by resubmitting her name (a two-thirds vote of the Committee members present is required). The Admissions Chairman shall notify the sponsor that the candidate will require further review. All information must be kept confidential.
- 10.** The Chairman shall be guided by the following procedure:

a. Applications for new members shall be submitted to the Admissions Committee Chairman by February 15<sup>th</sup>.

b. The Admissions Committee shall consider and review all applications accompanied by letters from the sponsor and endorsers.

c. An alphabetical list of the proposed New Members shall be submitted for the March Newsletter to allow the ten (10) required days of notification. This list shall state the following:

1. Married and maiden name (if provided)  
Address, email address and phone numbers  
Sponsor's and endorser's names

2. That any sponsor who wished to withdraw or resubmit her candidate's name must do so within ten (10) days after newsletter publication.

3. That any objections to a candidate shall be made in writing to the Admissions Committee Chairman within ten (10) days after newsletter publication date.

d. The list of Proposed New Members shall be presented to the Board of Directors at the March Board of Directors Meeting by the Director of Membership for final approval.

e. Invitations to Prospective New Members shall be mailed 10 days after March newsletter publication. Acceptance in writing must be received within fifteen (15) days of invitation to membership.

f. The Admissions Chairman shall notify sponsors when candidates have been invited to the membership.

g. The Chairman shall immediately refer all acceptances of New Members to the Assistant Treasurer by April 15<sup>th</sup> so that she can mail dues notices.

h. The Chairman shall send the complete list of New Members, including address, phone number(s), birth date and spouse's name (if applicable) to the current New Member Chairman for the current New Member class to plan the New Member Brunch.

i. The above information shall also be sent to the President-Elect, Director of Communication, Director of Membership, New Member Chairman, Assistant Treasurer, Service Hours/Data Base Chairman, Website/Social Media Chairman, and Club House Set-Up/Parking Chairman.

j. A copy of all New Member applications shall be given to the Incoming New Member Chairman. The originals shall be given to the current Director of Membership for her to file in the Club House Library in the Membership Files.

**11.** The Chairman shall maintain and update the working notebook. She shall provide a flash drive with relevant documents to her successor.

**Information Pertinent to Performance of Duties:**

1. Stated in Article III, Sections 3 and 4; VII, Section 1; Section 4A, Admissions
2. Standing Rules 32 through 35

Rev: 3/11, 2/2013, 3/2014, 3/2015, 2/2016, 3/2017, 4/2018, 3/2019, 2/2020

# KCYM TIMELINE ADMISSIONS CHAIR 2025-2026

## April:

- Meet with your predecessor to learn about your job.
- Confirm that the compiled files of accepted New Members (NMs) were received by New Member Chairman and Assistant Treasurer for dues collection.
- Confirm spreadsheet of accepted NM roster information and biographies were received by Yearbook Chairman.

## May:

- Contact Committee members and confirm participation. Prepare motion for May Joint Board Meeting to approve Committee members including the Director of Membership as an automatic Admissions Committee member. Names should be listed in alphabetical order.
- Send Committee members names to Ushers and Doorkeepers Chairmen for red bows on name tags.
- Attend Joint Board of Directors Meeting.
- Attend President's Calendar Meeting - set date for January PNM Coffee and any other Prospective New Member events.
- **Note:** It was recommended and approved to hold only one PNM Coffee to be held late January.

## June:

- Coordinate as necessary with the Yearbook Committee to obtain updated information for the KCYM Admissions Booklets. Relevant pages needed from the Yearbook Committee would include updated information on Club Affiliates, Community Service Project Descriptions, the KCYM Programs Calendar, and the KCYM Year-at-a-Glance.

## July:

- Send completed Admissions booklets to printer to be ready by mid-late August.  
*Bill Shippee at Shawnee Copy Center - [bill@sccinc.com](mailto:bill@sccinc.com), 913-268-4343*
- Submit copy of receipt and check request to Director of Membership for reimbursement.

## August:

- Make Admissions booklet available in the Club House Library.
- Confirm guest sign-in sheets with Ushers and Doorkeepers Chairmen to include name, email address, phone number and sponsor. You will need to collect this information after each program or activity to keep track of guests and sponsors. Ask Reservations for the names of PNMs attending a Program after the reservation deadline has passed. Forward the names of the PNMs and potential sponsors to the Admissions Committee members, President and President Elect so they can greet the PNMs at the Program.

## August (cont'd)

- Request 1-2 Committee members be available at each official Program to greet guests, introduce them to other members, answer questions, hand out Admissions booklet, be a possible endorser, etc.
- Submit newsletter article - Steps for Proposing New Members to KCYM. Remind membership about the location of the Admissions booklets in the Club House Library.

### **September:**

- Get guest sign-in sheets from Ushers and Doorkeepers after every program. (*Use a spreadsheet to keep track of guests, sponsors, addresses, and events attended, etc.* This will help when it is time to mail invitations for PNM coffee and invitations to join.
- Attend Joint Board of Directors meeting.
- Attend Reassembly Day Tea. Make announcement about location of Admissions booklets and Steps for Proposing New Members. Remind everyone that information is in the newsletter and Yearbook. Encourage members to be thinking of friends to introduce to KCYM.
- Submit newsletter article encouraging members to invite friends to consider applying to join KCYM.

### **October:**

- Attend Civics Day/Honoring Day.
- Attend Business Meeting. Encourage members to be thinking of friends to introduce to KCYM.
- Submit newsletter article encouraging members to invite friends to consider applying to join KCYM.

### **November:**

- Attend Business Meeting. Make reminder announcement about Steps for Proposing New Members and remind members that the deadline for receiving applications is February 15th. Submit article about deadline for newsletter.

### **December:**

- Set date to meet with the Committee members to plan the January PNM Coffee.
- Order or create invitations for PNM Coffee. Vistaprint.com is a good resource.
- Assure you have all sign in sheets thus far from Ushers and Doorkeepers Chairmen. Get addresses of guests from sponsors as needed.
- Mail invitations to prospective new members for January Coffee. Send email invitations to all required KCYM members to include President, President-Elect, Historian, Board of Directors and sponsors of PNMs.
- Submit reimbursement request form for invitations and stamps for PNM Coffee to Director of Membership for approval.

### **December (continued)**

- Submit newsletter article regarding February 15<sup>th</sup> deadline for applications. Encourage sponsors to help PNMs meet the application requirements. Remind members of the date

of the January PNM Coffee.

- Ask President, President-Elect, Director of Membership and Historian to speak at PNM Coffee and suggest specific topics for them to cover.

### **January:**

- Attend Joint Board of Directors meeting with prepared mid-year report and send copy to Electronic Records Chairman.
- Mail invitations to the January PNM Coffee.
- Submit newsletter article regarding February deadline for applications. Encourage sponsors to help PNM meet the application requirements. Remind members of the date of the January PNM Coffee,
- Hold the PNM Coffee at the Club House or at a member's home.

### **February:**

**Immediately after the February 15th application deadline meet with the Committee to approve new PNMs.**

- Write a report for the March Board Meeting, which your Director of Membership will present. Report should include the names of the PNMs.
- Advise PNMs of the expected timing for mailing of invitations to join KCYM and dates for upcoming activities they should plan to attend (New Member Luncheon, Installation Day Tea, and New Member Forum). Also advise PNMs of the billing and the dates for annual dues.
- Send PNM list and Newsletter article to the Newsletter Standing Committee Chairman for the March newsletter.
- Prepare official hand-written invitations for membership. Include "Save the Date" card for the New Member Luncheon, as well as Installation Day Tea and the New Member Forum . **DO NOT MAIL UNTIL 10 DAYS AFTER March newsletter is published.**
- Obtain KCYM notecards for official invitations (kept in Library).
- Attend Business Meeting.

### **March:**

- Assist with Club Commitment Day to recruit new members for the Admissions Committee for next year.
- Review your job description and submit changes to the President-Elect.

### **March (continued)**

- **10 days after publication of March newsletter: Mail invitations to only BOARD APPROVED AND NO CONCERNS FROM MEMBERS-AT-LARGE. PNM Responses are due 15 days after mailing invitation.**

- Email thank you notes to sponsors of New Members to express appreciation for introducing incoming NMs to KCYM. Tell sponsors they will be invited to the New Member Luncheon. Request that sponsors encourage PNM to reply quickly.
- Confirm with incoming New Member Chairman that she will be reminding her New Member class about dues, dates for NM Lunch, Installation Day Tea, and the New Member Forum. Remind her to ask new members to submit a short (5-6 sentence) bio for Yearbook.
- Make a copy of all incoming New Member applications and submit to incoming New Member Chairman. All original applications should be turned over to the current Director of Membership for her to file in the CFF Library.

#### **April:**

- Compile final list of New Members. It will be the same information as what was submitted for the newsletter but should also include spouse's information - use Yearbook format.
- Send list to the following:
  - Contact Chairman
  - Current New Member Chairman - for NM Lunch planning.
  - Service Hours Chairman/Data Base Chairman
  - Assistant Treasurer- by April 15 for dues collection
  - Incoming Yearbook Chairman - this list should include birthday month/day (not year)
  - President, President-Elect, Director of Administration, Director of Communication, Director of Membership.
- Prepare Working Notebook to pass on to your successor.
- Meet with your successor.
- Submit all service hours.
- Submit final report and send to Electronics Chairman.

Rev: 2/2013, 3/2014, 3/2015, 4/1016, 3/2017, 2/2018, 4/2019, 2/2020, 3/21