

LRC Membership Application Process

Application Process Outline

Applicants can view the application process on the LRC website. They can then arrange to go on a qualifying trip. An application form can be completed at the end of the trip and submitted to the Membership Secretary.

The Website Manager will publish the membership nomination and the nomination will then be put to the next Ordinary meeting for approval.

The Membership Secretary will issue a subscription invoice and the Applicant will make the payment.

Website

Membership > **Applications** page: Outline of process with the membership year and the costs. Includes links to the Constitution and this document, as well as email contacts for the Trip Coordinator and Membership Secretary. Trip Leaders will have access to the Application form, but not the public. The public will have access to this page, except for the Trip Leader section.

Application Process (detailed)

Qualifying Trip:

The Applicant will arrange with the Trip Coordinator to attend a suitable qualifying trip. The Trip Coordinator will then email the Website Manager, who will RSVP on behalf of the Applicant to the qualifying trip.

The Website Manager will email the Trip Leader (and CC the Membership Secretary) notifying them of the of the prospective member, with an Application Form. See the **Prospective Member Notification** (below).

Application:

The Trip Leader will give the Application Form to the Applicant for completion. The form should then be returned to the Trip Leader, who will then propose the nomination and have a member second the proposal. This completed Application Form is then forwarded to the Membership Secretary.

Prospective member can email or forward the completed form to the Membership Secretary at a later date but not more than two months.

Publication:

The Membership Secretary will advise the Website Manager, who will publish the nomination on the LRC website and in the LRC News Update before the next Ordinary meeting.

Acceptance:

The Membership Secretary will present the membership nomination to the next Ordinary meeting for approval. If approved, the Membership Secretary will advise the Applicant of the outcome and forward a subscription invoice.

Payment:

The Applicant pays their subscription, not later than 28 days, and then the Membership Secretary:

- creates membership record (on website)
- advises Applicant of website logon
- provides membership pack
- provides name tag

Prospective Member Notification emailed to the Trip Leader (CC'd to the Membership Secretary) by the Website Manager:

Trip Leader,

You have prospective member/s booked on your trip which is considered a membership “qualifying trip”. A membership Application form is attached.

Can you please print a Membership Application form for each of those prospective members on your trip and have them complete and sign the form. Could you then “propose” the prospective member and have another club member “second” that proposal.

Please scan or photograph and email the completed Applications to the Membership Secretary before the next Ordinary meeting or otherwise advise the Membership Secretary that the prospective members have been proposed and have the forms presented to the Membership Secretary at the next Ordinary meeting.

Website Manager