MEMBERSHIP CHAIRPERSON’S PLANNING CHECKLIST
FOR RENAISSANCE PROGRAM

☐ With the club’s support, the board of directors must commit to conduct Renaissance Program and contact the division director.

☐ Provide written notice to NEC Headquarters that the club will conduct Renaissance Program with a start date of your choice.

☐ Identify a membership chairperson for Renaissance Program.

☐ Work with the assigned district officer to your club to complete an initial assessment of your club (use member interest survey).

☐ Determine resources within the club to conduct Renaissance Program.

☐ Review Renaissance Program with the assigned district officer.

☐ Schedule a board meeting with the assigned district officer.
   When meeting with the assigned district officer, club leaders should:
   a) determine what assistance is available and how it can be utilized;
   b) develop an Renaissance Program plan specific to the club’s needs;
   c) utilize resources within the club and appoint a committee to carry out the Renaissance Program;
   d) prepare to educate the club as a whole to earn support of members;
   e) commit to be actively involved and to setting realistic goals;
   f) choose a suitable start date and end date;
   g) plan to consult the volunteer field representative for advice and assistance.

☐ Closely involve the assigned district officer by inviting them to:
   a) attend when the membership chairperson presents the completed plan to the club;
   b) schedule visits to work with the club to implement the plan;
   c) on a regular basis, meet with the Renaissance Program committee to monitor and evaluate progress to ward the club’s goals;
   d) have a member of the support team attend board meetings, projects, etc.;
   e) personally meet every member during the Renaissance Program.

☐ On a weekly basis, have the Renaissance Program committee:
   a) assess the club’s progress toward the plan’s goals;
   b) recommend changes or revisions to help achieve goals;
   c) evaluate commitment of club members to the plan;
   d) suggest additional methods of support the district can provide.

☐ Follow through ... follow through ... follow through!