

Chapter Membership Chair Functions:

1. Maintain an active list of members (dues paid) for the chapter based on the monthly reports sent by the CNPS state office. This involves adding new members, renewing members, making address/contact changes, and removing lapsed members. Chapter membership chairs should use the semi-annual updates to check their active list for accuracy.

NOTE: To protect the privacy of CNPS members, use of these master lists should be limited to CNPS affairs. *CNPS avoids trading membership lists except under special circumstances, which must be approved by State Development Director or Membership Coordinator. Please contact the state office if you have any questions.*

2. Maintain mailing list for chapter newsletters (chapter may mail to a wider group than the chapter membership).
3. Send a letter of welcome and a current chapter newsletter to new members when notice of the new member is received.
4. Some chapters send renewal notices to lapsed members. This is also done by the state office.
5. Chapters are asked to promptly notify the state office of any corrections or problems with membership records.
6. Contact lapsed members to learn their reasons for not renewing. The membership chair should see that chapter newsletters are discontinued for long-time lapsed members.

State Office Membership Coordinator functions:

1. The state office receives and processes all membership applications and payments, renewals, appeals/donations, and changes sent in by members or chapters. We encourage chapters to send membership applications and payments to the state office as soon as possible so that they may start receiving publications.

2. The main membership database is maintained at the state office. When new member applications are received, a packet including a welcome letter, recent Bulletin, book catalog, CNPS sticker, membership brochure, and a Why Use Natives brochure is sent to the new member within 3-4 weeks. All other donations and renewal members are sent thank you letters within 3-4 weeks upon receipt.

3. The state office sends monthly membership updates and lapsed member reports to each chapter membership chair. The lapsed member report is based on a 15-month membership period. Members who do not renew within three months of their expiration date will not receive publications from the state office. Members are sent repeated renewals throughout the year if they do not renew in time. Members that have a renewal date expired over a year from the current date are sent a special lapsed member renewal. Old records are kept in the database for 5-6 years after their expiration dates.

Please contact the state office if you have any questions:

cnps@cnps.org or (916) 447-2677