

MEMBERSHIP AND CREDENTIALS COMMITTEE

I. STATEMENT:

The Membership and Credentials Committee shall consist of the President-elect as Chair, Treasurer, Corresponding Secretary and two other members appointed by the President and approved by the Executive Board.

II. DUTIES:

- A. To review applications for membership.
- B. To help with the preparation of the ID cards.
- C. To set up and assist with attendance records as requested by the Executive Board.
- D. To be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.

III. PRODUCERS:

- A. Meet together as a committee and review the applications for membership in accordance with the bylaws.
- B. When requested by the Treasurer to do so, assist in the preparation of the membership ID cards.
- C. Work with the Attendance Committee on maintaining attendance records.

IV. BIENNIAL REPORT:

A report of the work of the Membership and Credentials Committee is to be Submitted at biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the President-elects Executive Handbook and three (3) to be distributed to the President, Recording Secretary and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, P resident-elect, first and second Vice Presidents, Recording Secretary; Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014

