

FACAA Membership, Records & Addresses

Committee Responsibilities: The committee is responsible for encouraging and keeping records on membership from qualified FCES employees. The committee is chaired by the FACAA Treasurer. The committee chair will be responsible for updating the FACAA list serve (batch email) as new memberships are received and non-renewals are deleted.

Monthly Duties:

October: Welcome committee members and outline expected duties and timeframe. Collect/record dues. Send reminder to those who have not paid their dues.

November: Collect/record dues. E-mail dues reminder.

December: December 31st dues deadline. Collect/record dues/update batch email.

January: Review membership list to delete non-renewals from any mailings including FACAA batch email. Collect/record dues/update batch email.

February: Collect/record dues/update batch email.

March: Mail national dues to NACAA. Update membership listing and agent information.

April: Begin new membership for coming year. Collect/record dues/update batch email.

May: Collect/record dues/update batch email.

June: Collect/record dues/update batch email.

July: Collect/record dues/update batch email. Prepare request for membership dues. Submit committee report to Chair of FACAA Annual Report.

August: Collect/record dues/update batch email. Follow up request for member dues with email request.

September: Record and collect dues/update batch email. Report at the annual meeting on membership and encourage participation.

Important Deadlines:

- ✦ December 31 – FACAA dues deadline.
- ✦ January – Update mailing lists.
- ✦ March – Deadline for NACAA dues.
- ✦ July – Submit committee report for FACAA Annual Report.

Awards and Plaque Information: N/A