

## Membership Committee Policies

1. If you haven't opened your email newsletter in 6 months, the committee can remove your address from the newsletter subscription.
2. Any database used in the UUsMA world must be kept parallel and current with the ICON Database. ICON must be kept as the actual master database.
3. The Membership Committee reports to the Board of Trustees at the December meeting so there is time to confirm all data for UUA Certification.
4. Whenever a new person becomes a member by signing the Book, the Minister notifies (by email) the bookkeeper, the Office Assistant and all members of the membership committee.
5. The Board informs the Membership Committee and the Office Assistant of their decisions to alter the database of members. The Office Assistant cc's the Membership Committee after entering or altering the database for members or friends.
6. The Membership Committee meets with the Minister in early November and early May to review the database roles.