

# CIRCUIT REPRESENTATIVE GUIDELINES

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## From the FJAA Constitution: The Circuit Representative shall

- A. enlist and recruit membership of the Association;
- B. maintain an accurate list of circuit members;
- C. seek out and recommend to the Board of Directors various benefits and programs intended to attract and retain members; and
- D. act as liaison between officers and members.



## Recruitment

### New Circuit Representatives WELCOME!

- Contact the prior Circuit Representative for your Circuit and ask her to forward you the list of current members and their email addresses. During each calendar year you will need to update the member list by adding new and deleting non-renewing members.
- Send an introductory email to the members listed in your circuit. Encourage them to join or renew their membership. Direct them to the website: [www.fjaa.net](http://www.fjaa.net) to complete the application.
- Send your biography to the current President and the person that will update the website. Also send a photo for Who's Who section of the website.

### All Circuit Representatives

- Annual dues are payable as of January 1. In early December, send an email reminding members that it is time to renew their membership. It is helpful to include the link in the email.
  - Periodically communicate with chambers' staff within your circuit encouraging membership.
  - You are responsible for mailing the quarterly Newsletter to lifetime members. Some have provided email addresses, some use home addresses. Reimbursement for expenses: (e.g. postage, envelopes, labels, etc.) is available. Send receipts to the Treasurer with your request.
  - Review the FJAA Constitution and By-laws to become familiar with rules to assist the members.
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- Review the Helpful Tips for Circuit Representatives for guidance with recruiting and newsletter details.

**Make a connection. Answer questions. Report member achievements. Be enthusiastic.**