

## NLAPW online membership process

The role of the branch Membership Chair and/or branch President

1. After being invited to apply for membership in a branch, the applicant downloads the appropriate application form from the NLAPW website. Or the branch Membership Chair can email the application form to the applicant and help her with it.
2. The applicant fills out the application form. She emails the form along with her resume and bio to the membership chair or president of the branch she would like to join. She sends an \$80 check to National or pays National online.
3. The branch Membership Chair or President consults the branch. Many branches conduct a discussion/vote with officers or sometimes the whole branch.
4. Once the branch approves the application, the branch President or Membership Chair emails the application to the appropriate credentials officer (art, letters, or music) with an email that indicates branch approval. The branch Membership Chair or President should be sure to sign the email with her name, position, and phone number in case the credentials officer has any questions.
5. The national credentials officer vets and approves the application. Once the credentials officer approves the application, the applicant is now a Pen Woman.
6. The credentials officer emails the branch President or branch Membership Chair back, saying “The application has been approved. You may now welcome Applicant XXX to your branch as a Pen Woman.” The branch adds the new member to their roster, email list, etc. The branch Membership Chair or President contacts the new member, welcoming her to the branch. (In some branches, this is an email or phone call; in others, it’s an in-person ceremony.)
7. The Credentials Officer emails the application to National, indicating the application has been approved and the applicant is now a Pen Woman.
8. The administrative assistant at National checks to make sure the applicant has paid her dues. She adds the applicant to the national roster, the email list, and the distribution list for magazine. She sends a certificate, signed by the National President, directly to member with a Welcome letter from the National President and the latest copy of *The Pen Woman* magazine.

Note: A Member-at-Large (MAL) applicant sends her application directly to the appropriate Credentials Officer.