

Cambridge Association of Neighborhoods  
Membership Tracking Procedures  
February 12, 2020

1. CAN membership shall extend from February 1 through January 31 annually.
  - a. On March 1 of each calendar year, the CAN Treasurer shall provide the CAN Membership Director and the CAN Secretary with a membership list including any new members, renewed members, and previous members who have not renewed their membership.
  - b. Upon receiving the membership list, the CAN Secretary shall send (i) a reminder email to those non-renewed members with instructions for dues payment, and (ii) a follow-up reminder one month later to any members who fail to respond.
2. The CAN Secretary shall ensure that new and renewing member enrollments from the CAN website are forwarded to the CAN Treasurer as they occur.
3. The CAN Treasurer shall track the payment of membership dues and provide the CAN Membership Director and the CAN Secretary with an updated membership list one week after each Board of Directors meeting.
4. Upon receipt of a membership list, the CAN Membership Director shall send a “welcome” message to any new or renewed members.
5. The CAN Secretary shall notify the Email Distribution Coordinator of individuals to add to the CAN Member Distribution List and the Citywide Distribution List as these individuals are identified.