**Membership Checklist for Patrol Representatives/Directors **

**The 3 R’s- Retention / Recognition / Recruiting**

* **Membership Priority 1 - Retention** 
  + Clearly communicate expectations and requirements through regularly maintained written policies, procedures and By-Laws
  + Manage discipline and conflict resolution
    - Shift Schedule compliance issues
    - Annual Refresher compliance issues
    - Behavior and Diversity issues
    - Policy and Procedure violations
  + Hold after-action incident briefings after critical events - led by PR/PD or OEC Chair
  + Offer Post-Traumatic Stress Disorder avoidance sessions following significant events such as fatalities- led by PR/PD, OEC Chair or other qualified agencies
  + Support issue of regular communications from the PR/PD or Assistant Patrol Representative/Director (APR/APD)
    - Keep the patrol apprised of local, Region and Division news
    - Supply early notification of training opportunities
  + Monitor and support aging, injured and special needs patrollers including students and military
  + Support opportunities for social Interaction through pot lucks, buffets, BBQs, end-of-year parties etc.
* **Membership Priority 2 - Recognition**
  + Establish a strong Awards Committee
    - Include at least one National level Patroller if possible
    - Develop nominations and select winners prior to annual banquets / parties for:
      * Local Awards
      * Region Level Awards
      * National Level Awards
    - Recognize all special achievements such as:
      * Service Awards
      * Completion of special programs like Senior and becoming an instructor
  + Sponsor special and fun award activities
    - Races and competitions
    - Morning or weekly special recognition
* **Membership Priority 3 - Recruiting** 
  + Create a patrol website that leads interested candidates to information and contacts
  + Create and post recruiting posters
  + Solicit candidate nominations from existing members and their families and friends
  + Create and distribute patrol business cards
  + Attend and present at EMS conferences, ski shows and sales, and local school events
  + Offer Patroller shadow / guest days
  + Clearly define training and membership requirements to candidates
  + Consider assigning a mentor to each new candidate
  + Work with individual candidate training programs (OEC and OET) to be certain all requirements are clear and reasonable
* **If staff levels and time allow, establish a Membership Committee to help you manage these tasks**
  + Select a broad spectrum of new members and experienced members for the committee
  + PR/PD should remain a standing member of this committee but not its leader
  + Select unbiased individuals for the committee that can be trusted to be role models, mentors and that follow through on assigned actions