**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