

FYLDE DECORATIVE AND FINE ARTS SOCIETY.

Guidelines for operation of waiting list.

1. The waiting list is implemented with immediate effect once the maximum number of members has been attained. *[At the time of writing, April 2014, this is 245].*
2. The waiting list is managed by the Membership Secretary in consultation with the Committee. This includes regular checking and refreshing.
3. Beginning of the Programme Year and Renewals.
 - 3.1. Members who have not paid their subscription in full by 31 August are deemed to have discontinued their membership and their places may be offered to the waiting list . *[Constitution clause 8b refers].*
 - 3.2. 3.1 is emphasised to members in advance of the date by including a statement on the renewal letter, at lectures and in an e-mail.
4. Operation.
 - 4.1. Persons on the waiting list will be admitted in strict order of the date of application as places become available *[except 4.2]*
 - 4.2. At the discretion of the Committee, priority admittance can be given in exceptional circumstances. This may be, for example, to aid succession planning when a person has been identified as fulfilling a specified role on the Committee and has agreed. Normally such a person would be co-opted onto the Committee in the first place in order for him/her to gain familiarity with the way the Committee works. Another example could be a NADFAS member relocated to the area.
 - 4.3. The application form will include an opportunity for applicants to include skills, interests and experience as well as a willingness to be on the Committee or to act as a volunteer
 - 4.4. The waiting list represents potential members and in order to keep in touch and maintain interest the persons on the list should be sent the programme, Newsletter and information about events, SIDs, visits and tours. For all events for which booking is enforced it is done on a "first come first served basis".
5. Visitors.
 - 5.1. The Membership Secretary should be contacted by visitors or their host prior to lectures. This will be reinforced by its inclusion on all publicity material and to all members by e-mail and on the Reception Desk.
 - 5.2. Every effort should be made to restrict each visitor to a maximum of three lectures in any one Programme Year.

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04.04.2014