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AgGateway New Member Process Updated 06-10-2009

1. The new member company completes the membership application and sends it to AgGateway. The person who receives the application (typically the President or Executive VP) advises the Management Team of the application.
2. The Management Team (MT) either approves or denies membership. The AgGateway CEO advises the MT on the results of the vote. If approved, go to step #3. If denied, the CEO will notify the applicant in writing that their application has been denied.
3. The AGW webmaster adds the new member company and contact information to the member database.
4. Accounting is notified and provided with contact and billing information to update the accounting system. Accounting invoices the new member.
5. The AGW webmaster is provided with the information and adds the company to the website. A login and password is created for primary and secondary contacts. Primary and secondary contacts are added as members and electronically notified of their login and password. The webmaster emails both contacts instructions on how to log on to the AgGateway website and what information is available to members.
6. The AGW webmaster will notify the appropriate Council Chair(s) that they have a new member and include the contact information for the primary contact. The Vice Chair and MT Team Liaison for each of those councils should be copied on that correspondence.
7. The Council Chair(s) will email a letter of greeting to the new member and ask for their participation within the council.
8. The AGW webmaster will send out the New Member Kit which contains a flash drive/pen/laser pointer along with the appropriate documentation and general letter to the primary contact via USPS mail.
9. A representative from the Membership & Communications Committee will be selected to contact the member to gather information for a Welcome New Member article in the AGW newsletter.