



# WELCOME LETTER WRITERS COMMITTEE

## ABA Job Description

### BASIC FUNCTION

To extend the hand of friendship and fellowship to new ABA members/subscribers of the Bell Tower, through written correspondence.

### WELCOME LETTER WRITERS COMMITTEE QUALIFICATIONS

1. Interest and time to write letters of welcome
2. Talent to project friendliness in letters and to provide information on ABA to new members

### CURRENT PROCEDURES

1. The President will appoint committee members. The members will select a Chair.
2. The Committee Chair should send a "Welcome to Committee" letter to each new committee member and enclose a sample letter that could be used for new member letters. Sample letter should indicate the nearest local chapter and contact information.
3. Distribute new member names to Letter Writers when received from the Membership Chair.
4. Keep records of new member names and the letter writer to whom each was assigned.
5. Inform each letter writer of details on recording postage expense and payment by Treasurer.
6. Letter writers writing welcome and personal letters do not need to use the ABA Logo. The envelope return address should state 'The American Bell Association, c/o Letter writer's name. The address may be the writer's personal address or the official ABA address. Within the letter it should be clear that you are writing from the American Bell Association.
7. Letters sent by email instead of postal mail, should clearly indicate in the subject line that it is from the American Bell association.

### All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

**All ABA positions** (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31<sup>st</sup>. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.



Welcome Letter Writers Committee

(Revised May 2024)

**Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.



Sample Welcome Letter  
(May be adapted by writer)

Dear \_\_\_\_\_,

Welcome to The American Bell Association International, Inc. I have just learned that you have joined our organization. I am a member who enjoys the organization so much that several of us write to new members to welcome you and explain a little about ABA. Our organization is made up of people who enjoy bells, collect them, research them, display them proudly, welcome visitors to view them and are interested in preserving their heritage. The majority of members collect small bells of many mediums and there are some who do collect large church or school bells and even display them inside their homes as well as in their yards.

I caught "Bell Fever" after attending The Great Lakes Chapter meeting in Frankenmuth, Michigan, in October of 1987 and since that time have collected 150 bells of various sizes and shapes and in various mediums; my preference is bronze which makes up the majority of my collection. It is amazing where one can find bells - mine have been purchased new in gift shops or a department store, at flea markets and rummage sales and many are gifts from friends and relatives.

Our bi-monthly publication, The Bell Tower, is most informative and interesting. You will find many feature articles on bells and it is a great source of other information. If you have not already done so, do join a local chapter in your area. By attending chapter meetings you will meet friendly people and learn much about them through their bells. Chapters in your area are listed on the sheet enclosed from The Bell Tower. Also enclosed is a list of members in your area; you may already know some of them.

Our annual convention draws between 300 and 400 people and is moved around the country. The 1992 convention in Appleton, Wisconsin, was my first time to attend an annual convention and I found it most exciting. There are many research presentations on many different types of bells and hundred of bells for sale at tables by individuals from their collections, others from estates. A bell auction is also held which lasts at least one-half a day with hundreds of bells from members that have been sent to the convention site to be auctioned to the people attending.

Again, welcome to The American Bell Association International, Inc. You'll find it both fun and a great source of knowledge for bells, in addition to meeting interesting, friendly people.

Bellfully Yours,