

# ALHFAM



The Association for Living History, Farm and Agricultural Museums

ALHFAM Membership Management System Information Sheets

## Info Sheet #1 – Membership Bundles

A membership “bundle” is the term applied by the new membership management system to any membership category (or “level,” as it will be defined in the new system) when more than one person is associated with that particular membership level. At present, only large and small institutional memberships, as well as joint memberships, can include more than one individual. Institutions can extend some of their membership benefits, such as access to member-only content on the website or member discounts on conferences, to their staff and volunteers. However, in order to receive these benefits now, each individual institutional staff member or volunteer must request a login on-line and identify their institution so we can verify that membership status. But once a staff member or volunteer is approved for these benefits, we currently have limited information that allows us to contact and manage these members. And we have limited knowledge about when to remove a staff member or volunteer from the system if that individual is no longer affiliated with a particular institution or when the institution itself ceases to be a member.

With the new system the members themselves can control who is given “bundled” membership status and continue to manage this as they choose. Each membership category/level that has a bundle associated with it, will assign a person to be the bundle administrator and that person can add or delete bundle members. For this reason we have set membership limits on all bundled accounts, so we can encourage the active management of the bundled accounts. If you are designated as the administrator of the bundled account and see that your account is at or nearing its membership limit, you can check to see if someone presently in the bundle is no longer working or volunteering for you, or no longer wishes to be a part of the bundle. For example, they may be ready to have their own individual membership, or they may have left the living history field entirely.

Each of the bundled members, just like all other types of members, can access and maintain their own personal membership profile as well (more on Membership Profiles in a future Info Sheet). This will give each member greater visibility in the ALHFAMily in several ways by including their contact information automatically in the membership directory and enabling them to receive news emails, such as the *eUPDATE*, directly. But most importantly they will automatically have a login to the website, giving them full member access to all of the member-only resources available there.

This system of bundling and bundle administration will also allow all MOMCC members to be added to the “bundled” affiliate membership of ALHFAM.

In keeping with our current policy, members added to institutional and business members bundles will receive conference discounts, but no printed publications and have no voting privileges. Joint Members will continue to have voting privileges and receive a single copy of printed publications, including the *Proceedings*.

## **Membership Levels and Their Bundles**

- Individual Member Levels
  - Joint – 2 bundled members
  - Patron – up to 3 bundled members
  
- Institutional Member Levels
  - Small Institutions – up to 5 bundled members
  - Large Institutions – up to 25 bundled members
  
- Business Member Levels
  - Business II – up to 2 bundled members
  - Business III – up to 4 bundled members
  
- Affiliate Member Level (MOMCC)
  - Unlimited bundled members