

Village Quilters Job Description
Membership Chairman
(As of August 2010)

Duties according to Village Quilters Bylaws:

Article VI – Duties of Standing Committees:

Section 2. Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

Section 3. All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policy & Procedures affecting Job:

Administrative:

d) The email or roster database shall not be used or distributed for any commercial use. Further, communications to the active members in good standing shall be for Association business and information only; no other announcements, reminders or other non-quilt related items will be forwarded whether from Association members or non-members.

f) The Association has officially deemed members of the Neighborhood Hand Quilters from The Neighborhood as honorary members.

g) A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.

Financial:

a) All fees related to Association dues and activities shall be by check only. No cash will be accepted unless noted otherwise.

e) A guest fee of \$5.00 shall be collected at the entrance for meetings designated by the Program Chair as being professional speaker programs. Further, if a guest pays the \$5.00 fee and then joins the Association that day, then the guest fee will be applied towards the full membership dues.

h) Annual dues will not be prorated as stated in the bylaws. However, any persons joining on or after October 1 of any year shall be deemed to have paid in full for the following calendar year and will have member privileges for October through December of the current year.

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Duties & Responsibilities:

- Maintain an accurate and up-to-date Membership List/Roster (this is an Excel file). The total number of active members to be verified with Treasurer on an on-going basis. Keep track of members outside of Tellico Village if needed by the Board. With respect to item g) of policy and procedures, supply Secretary with an accurate membership number as of September 30th of the calendar year for retention.
- Collect new member dues and roster information. In addition, collect all annual renewal dues from current members. All checks will be turned over to the Treasurer after each Guild meeting and new and/or renewal member's names verified with Treasurer if needed.
- Advise members of the need for dues renewal during renewal months of November through February in order to remain active on the roster and eligible for Guild emails and all Guild activities. May send one or more reminder emails to any members not yet renewed by the end of January and/or mid-February.
- Distribute the Membership List/Roster to all current members in March of each year with subsequent corrections/additions to be published in the E-Bulletin. This is accomplished by converting the Excel file to a PDF file and sending by bulk email. In addition, the Membership List/Roster will be emailed to each new member as she joins.
- Send each of those new members a "Welcome" email after she joins and include the then current Membership List/Roster.
- Maintain accurate and up-to-date email contacts on the villagequilters@hotmail.com free email account. The account is to be used for bulk Guild communications such as E-Bulletin, minutes, membership list/roster, other guild communications, etc. The Membership Chair will use her discretion or request President or Board to rule when requests to send "bulk" emails come from **members other than** Board members. No bulk emails from anyone outside the guild membership. The Membership Chair, E-Bulletin Chair and President will have access to the account.
- Provide the Board members with an updated Membership list as needed or requested especially Workshop and Program Chairs as they will need it for verifying members in workshop and class signups.
- On a monthly basis prior to E-bulletin distribution, forward to the News/E-Bulletin chair all that months new member's information, as well as any other changes in members' addresses, emails or phone numbers.
- Review and handle incoming emails related to membership questions or activities. Distribute/forward all other incoming emails to the appropriate officer and/or

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committee chair.

- Maintain a group within the email account of members that requested monthly Guild minutes (not Board minutes). Forward those monthly minutes each month upon receiving them from the secretary.
- On occasion, as directed by any board member, special reminder or event e-mails may need to be sent out during the month.
- Maintain an updated "New Member Information" brochure to be given to each new member when she joins.
- Maintain an updated "Attendance Sheet". Two sets should be provided to the Greeters for Guild meeting check-in. Generally one set each at each entrance door. An attendance count taken from the Attendance Sheets is to be provided to the Guild Secretary which will be included in the minutes. In addition, guest attendance will be monitored for excessive repeat attendance without joining. The Attendance Sheets should be kept for at least 1 year for data collection purposes.
- Keep inventory of Guild pins for sale or gratis distribution. Cash is acceptable for this item. Give monies to Treasurer.
- Forward "New Members" information to the President and New Member Ambassador on a monthly basis.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any other original record you may have to the secretary prior to year end if it is called for in the policy.
- Present membership checks and forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.