

Village Quilters Job Description

New Member Ambassador

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** 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:

None

Duties & Responsibilities:

- Act as Advisor to the board in the post president year (see President Job Description) and as New Member Ambassador.
- Acts as mentor to new members and/or guests.
- Works with Greeter when guests and/or new members arrive by assigning a mentor to each of them.
- Helps direct new members or guests to area of interest.
- Recruit members to act as mentors.
- May host one or more "New Member get-togethers" during the year to promote and foster fellowship among new members.
- Encourage new members to participate in small groups or Bees.
- Make contact with new members soon after they join either through email or phone to welcome them to the guild, answer questions etc. Each month new member lists will be forwarded from the Membership Chair.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original records you may have to the Secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.

Mentor Responsibilities:

- Make them feel welcome and introduce them to some other members.
- Help guests or new members navigate the meeting and give them information on all the activities available to our members.
- Encourage repeat guests to meet with the Membership chairman to join the guild.