

Village Quilters Job Description Membership Chairman

Duties According to Village Quilters Bylaws:

None

Policy & Procedures affecting Membership activity:

Financial:

g) 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 but will have member privileges for October through December of the current year.

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.
- Collect new member dues (checks only – NO cash) and roster information. All checks will be turned over to the Treasurer after each Guild meeting and new member's names verified with Treasurer if needed.
- Collect all annual renewal dues (checks only – NO cash) from current members. All checks will be turned over to the Treasurer after each Guild meeting and member's names verified with Treasurer if needed.
- During renewal months of October through February advise members of need for dues renewal. May send one of more reminder emails to any members not yet renewed before end of January and/or mid-February.
- Distribute the Membership List/Roster to all current members in March of each year (prior to the Guild meeting) 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 email. In addition, the Membership List/Roster will be emailed to each new member as she joins.
- 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, 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 or from outside groups or individuals. The Membership Chair, E-Bulletin Chair and Secretary are allowed 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.
- 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 should be included in her 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. Give monies to Treasurer.

As of April 2008