

Village Quilters Job Description **Ambassador for New Members**

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:

- ✦ Recruit, create and organize a committee of "Welcome Hostesses" of 6-8 members (it is very helpful to include some "new" members) to act as hostesses to new members or visiting potential members.
- ✦ Committee communications would likely be by email however committee should hold meetings as needed to plan and organize welcome activities or brainstorm ideas for fostering more interaction between "new" members and "established" members.
- ✦ At meetings, work with Greeter and membership by pairing a welcome hostess with each visitor and/or new member as they arrive.
- ✦ The intended goal is to make them feel comfortable as part of this large group – introduce them to other members, help them navigate the various activities at the meeting, supply information, answer questions, direct them to their area of interest, and encourage participation.
- ✦ Encourage repeat visitors to meet with the Membership Chair and join the Guild.
- ✦ May host one or more "New Member get-togethers" during the year to promote and foster fellowship among new members as well as provide information about guild activities. The outings are best scheduled following the guild meeting and may include several casual, pay-for-your-own lunch at a local restaurant plus one larger end of year New Member luncheon underwritten by the Guild.
- ✦ Encourage new members to participate in small groups or Bees or help them form a new group bee.
- ✦ 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.

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- ⤴ Notify and provide Guild 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.