

Village Quilters Job Description
Guild Ambassador:
Welcome Committee for New Members

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

Policy & Procedures affecting Job:

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

Duties & Responsibilities:

- ✧ Recruit and organize a committee of "Welcome Hostesses" of 4-6 members (it is very helpful to include some "newer" members – they've been there) to act as hostesses to new members or visiting potential members.
- ✧ The intended goal is to make new people 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.
- ✧ Committee communications would likely be by email however committee should hold meetings as/if needed to plan and organize welcome activities or brainstorm ideas for fostering more interaction between "new" members and "established" members.

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- ✧ It is helpful to arrive at 8:30 and be available for early arrivals at the meetings; apprise Greeters of your and welcome hostess's locations (unless with someone, stay near the sign-in tables) so they may direct new members or guests to you; a welcome hostess may be paired with each visitor and/or new member as they arrive.
- ✧ Encourage repeat visitors to meet with the Membership Chair and join the Guild.
- ✧ Encourage new members to participate in workshops, classes, small groups or Bees to facilitate meeting others in smaller groups. If possible, with help from VP (to coordinate Room A time), may help a group of new members form a new group bee if the group seems cohesive enough to sustain group meetings.
- ✧ May host at least 1 and up to 3 "New Member get-togethers" during the year to promote and foster fellowship among new members as well as provide information about guild activities. This is meant for those new members who have been in guild for 1 year or less.
 1. The outings are best scheduled following the guild meeting on days without a speaker or at least without Friday afternoon classes. They may be casual, pay-for-your-own lunch at a local eateries. It is effective to review the calendar and make arrangements for the whole year in January if possible especially if at Tanasi club.
 2. Attend the outings (or designate an alternate) and recruit other board members and committee chairs to attend; new members will have a face to go with a title and they can direct questions about areas they are interested in to the appropriate people and get correct information.
 3. Encourage attendees (as well as attending board members) to tell a little about themselves each time.
 4. Announce the lunch date at the meeting prior to the event. Write up the details with a requested RSVP (you'll need a final number to give to the event location) and forward written details to E-Bulletin person for inclusion.
- ✧ If desired, may make an initial contact with new members after they join either by email or phone to let them know you are a source person they can reach out to if need be, answer questions etc. Each month new member lists will be forwarded from the Membership Chair; however, Membership Chair may not make a distinction between actual **New** or **Returning** members.