

Village Quilters Job Description

Membership

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:

Review the Policy, Procedures, Resolutions document especially the Administrative and Financial section (items 1-3 in each) as they pertain to members, email database and fees policy.

Duties & Responsibilities:

- ✦ Maintain an accurate and up-to-date Membership List/Roster (Excel file). The total number of active members to be verified with Treasurer on an on-going basis. Supply the Secretary with an accurate members list and 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 current Membership List/Roster.
- ✦ Maintain accurate, up-to-date email contacts on the free email account of villagequilters@hotmail.com. 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 request the President 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, Secretary 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 month's new member's information, as well as any other changes in members' addresses, emails or phone numbers.

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- ⤴ Review and handle incoming emails related to membership questions or activities. Distribute/forward all other incoming emails to the appropriate officer and/or committee chair.
- ⤴ Maintain a group within the email account of members that request Guild or Board minutes. Forward those minutes 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. 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 Guild 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 records 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.
- ⤴ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ⤴ If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- ⤴ Outgoing Chair shall turn over all books, records or files to their successors.
- ⤴ Provide annual budget input if/when requested by the treasurer. Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board