

Village Quilters Job Description

Membership

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:

- ✧ 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.

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- ✦ Distribute the Membership List/Roster to all current members including all Board Members quarterly each year. Provide the Board members with an updated Membership List/Roster monthly and/or as requested to conduct their business effectively. For sending, convert Excel file to a PDF file and send bulk email.
- ✦ Send each new member a "Welcome" email after she joins and include the most current E-Bulletin.
- ✦ Forward "New Member" information to the President and Guild Ambassador (for new members) on a monthly basis. Advise QOV Chair at least quarterly regarding any new member(s) that may be a Veteran.
- ✦ Maintain accurate, up-to-date email contacts on the free email account of www.villagequiltersloudon@gmail.com (see Village Quilters folder called GMAIL instructions for password information). The account is to be used for bulk Guild communications such as E-Bulletin, membership list/roster, other guild communications, etc. The Membership Chair will request the President rule if 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.
- ✦ Review and handle all incoming emails related to membership questions or activities; distribute/forward all other incoming emails to the appropriate officer and/or committee chair. On occasion, as directed by any board member, special reminder or event e-mails may need to be sent out during the month.
- ✦ On a monthly basis prior to E-bulletin distribution, forward to the E-Bulletin chair the current membership number as well as any other membership information Chair deems necessary.
- ✦ Maintain an updated "Attendance Sheet". Two sets (or however many are needed to cover each entrance door) should be printed and provided to the Greeters for the Guild meeting check-in tables. 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 (within your records only) for data collection purposes to aid VP in meeting setup or other information gathering.
- ✦ At the close of September 30 each year, provide the secretary an electronic file with the membership number and roster of members for Secretary retention purposes.
- ✦ Keep inventory of Guild pins for sale or gratis distribution. Cash is acceptable for this item. Follow standard procedures above to handle funds.
- ✦ Maintain an updated "New Member Information" brochure; when needed or requested, direct new members to the Guild Ambassador/Welcome committee helpers for assistance.

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- ⤴ Keep supply of "Name Tag" order forms at Membership table (other spot is main sign-in table) for people who need a replacement tag or want a new one. Direct users to mail completed form and check payment to the address on the form. When completed, name tags can be picked up at Membership table or main Greeter table.

- ⤴ In June/July timeframe, place order for new supply of membership cards at www.vistaprint.com ; ID/email= villagequiltersloudon@hotmail.com ; password=(see VQ folder for current password); the account # is 5967-5878-0216 ; once in, Click on My Account, then click on My Portfolio verify current shipping address is 145 Awohili Dr, Loudon, TN 37774 ; use your own charge method and turn in expense request.

- ⤴ Handy monthly checklist:
 1. Renewals:
 - Update Membership List _____
 - Update GMAIL email account
 - Confirm in contacts or Add back to contacts _____
 - Confirm in a group or Add back to a group _____

 2. New Members:
 - Add to Membership List _____
 - Add to gmail email account
 - Add to contacts _____
 - Add to a group for mail _____
 - Welcome Letter Email with current E-BULLETIN attached _____

 3. Sending VQ Roster:
 - to board members – monthly _____
 - to guild membership – per chair desire but at least at quarter end _____
 - report at guild to keep informed of membership _____

 4. Attendance Report
 - Send to each officer – President, VP, Secretary, Treasurer _____
 - Make 2 copies of sign-in sheets for each guild meeting _____

 5. New Member Report
 - Send to President _____
 - Send to Guild Ambassador _____

 6. Treasurer Report _____

 7. Copy all dues checks _____
 - (handle receipts record as outlined in Standard duties)

 8. Not Paid at end of February meeting annually
 - Remove from Membership list _____
 - Remove from GMAIL contacts _____
 - Remove from GMAIL groups _____