

## **NEW MENTOR MEMBERSHIP CHAIR—Job Description**

### ***PREPARATION***

- Each month obtain new member information from Membership Chair. Create a log for your reference
- Make contact with new members soon after they join either through email or phone call to welcome them to the guild, answer questions etc
- 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. These meetings are at the discretion of the Chair.

### ***MONTHLY MEETING ACTIVITY***

- Arrive at least 20 mins before the start of each guild meeting
- Recruit one or more “Welcome Hostesses” to assist you during the meeting
- At meetings, work with Membership by pairing a Welcome Hostess with each visitor and/or new member as they arrive
- New Mentor Membership Chair and Welcome Hostesses will introduce new member to general members and committee chair persons. Show new member around to different committee stations (e.g., Library, Block of the Month, Mercantile Table, Community Service, Class Calendar, etc.)
- If the member is a “new quilter” an introduction to fabrics, tools, patterns, sewing machine, is in order. (If “new quilter “ status is ascertained by a Welcoming Hostess, they should make sure that New Mentor Chair is informed.)
- For repeat visitors, encourage visitor to meet with the Membership Chair and join the Guild
- Ask if new member would like to sit with you during the meeting. Encourage members to ask new members to sit with them

### ***AFTER MEETING:***

- Get new member names as they become available from the membership chair.
- Do a follow-up phone call to welcome them and to answer any questions.
- Plan a new member get together for a couple of quilt making sessions
- Put notices, etc, as needed in the guild newsletter announcing and welcoming new members
- Touch base with them periodically to see if there are any questions or concerns
- Encourage them to participate actively in the guild

## **BUDGET**

- **No assigned budget**
- Items purchases on behalf of the guild are reimbursable following these guidelines:
  - Obtain receipts for all purchases
  - Complete, sign, and attach receipts, to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year.
  - Give all receipts and completed forms to the treasurer

## **OTHER DUTIES**

- **Preparation of Board Meeting**
  - Attend monthly Board Meetings
  - Read minutes from prior meeting and be prepared to submit any correction
  - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed.
    - Example: A change to an operational document
- **Chair Person Committee Report**
  - At the end of the year, the chairperson submits a report to the President on or before January's Board meeting. It should include all information about the past year's budget, job description review, or other concerns and recommendations for the next year.
- **Job Description**
  - Review annually and update as needed
- **Transition**
  - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting.
  - Be available resource as needed to incoming chair

