

MEMBERSHIP CHAIR—Job Description

Membership Coordination

Main Function

- To collect members dues annually
- To complete treasurer form and pass the cash/checks on to the treasurer
- To make out member cards
- To participate in creating the roster with Jan Abramson
- To assign new member numbers and facilitate member sign-in each month

New Members

- At time of joining collect membership dues
 - \$30.00 from January-December
 - \$15.00 from July-December (depending on when they join)
- Ask new member to complete the membership application
- Assign the new member a number
- Give new member a card
- Give the new member a **Lei** to identify them as a new member so our members can recognize them as new and welcome them to our Guild
- Membership Chair will introduce new members and or visitors to the Guild President.
 - At the Moonlighters meeting the membership representative will introduce new member to Moonlighters Chair
- If the member is a “new quilter” introduce member to New Mentor Chair and inform chair of new quilter status.
- Guild President and or New Member mentor will introduce new members and or visitors to general members and committee chairpersons. Show new member/visitor around to different table set up for their committee, such as Library, Block of the Month, Mercantile Table, Community Service, etc.
- Provide newsletter editor with new member information by **Sunday following the General Meeting.**
- Provide temporary name tags for visitors and new members

At General Meeting

- Give list of new members and visitors to President so she can welcome and introduce them to the members
 - Report the number of attendees
 - Report any new updates or changes related to Membership

Dues

- Annual dues are collected from December to the general meeting February
 - Dues are \$30.00 per year, or \$15.00 Junior Fee, we accept check (made out to OPQG) or cash
 - Dues collected in December are not turned in until January (so that the money can be turned into the current year as income)
 - Turn all money in at the end of each general meeting with a form obtained from the treasurer
 - Per Bylaws, members joining January through June will pay a full year's dues; those joining July through December will pay half the annual dues.

Membership Database Management

- Maintain a database of all members
- Maintain the member email list
- Make sure that all membership-related material on the web site is up to date
- Distribute complete updated membership list to Jan Abramson as soon as possible after the close of the renewal period

Sign UP Sheet

- Provide a sign-up sheet available for everyone to sign in, have three headings on it with the date of the meeting
 - Headings are: Name, Visitor, New member. Report the number of attendees during the general meeting

Membership Cards:

- Jan Abramson has the cards printed at Comers
- Make out a new card for each member once they have paid.
 - **This includes Moonlighter's**
- This enables members to receive a 10% discount at JoAnns and other fabric stores.

Roster:

- Compare updated membership information to last year's roster
- Any changes send information to Jan Abramson via e-mail
- A temporary roster will be forward to Membership Chair by Jan Abramson to review for accuracy. Once confirmed new rosters will be printed and the cost is assigned to the Membership budget.

Location of Forms:

- Kept in the storage room in a box on one of the shelves

Newsletter

- Provide member birthday information on a regular basis as needed to newsletter editor
- Provide editor with new member information (refer to New Member)
- Protect the list to ensure that it is not used inappropriately (e.g., must not be used as a mailing list for any commercial concern).

Budget Information

- Submit a budget for the fiscal year
- Items purchased 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 or as directed by the Treasurer.
 - Give all receipts with completed forms to the Treasurer for reimbursement.

Other Duties

- ***Preparation for Board Meeting***
 - Attend monthly Board Meetings
 - Read minutes from prior board 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, budget, job description review, or other concerns and recommendations for the next year.
- ***Job Description:***
 - Review annually and revise 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