

Quilters' Sew-ciety – Membership

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms
- C. **Committee Composition:** The committee members may choose between themselves, the best way for the committee to function and accomplish all areas of responsibilities.
- D. **Overview of Responsibilities:**
 - 1. Oversee the QS membership information and collection of guild dues.
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Week Before the Monthly meeting:
 - a. Send renewal reminder emails.
 - b. Print out Current and Expired spreadsheets for the meeting
 - 3. Day Before the Monthly meeting:
 - a. Print name tags. Instructions available in QS Working Files folder.
 - b. Be sure to have adequate copies of new member, guest and oops forms available.
 - c. Check to be sure there is \$50 petty cash – all ones and fives.
 - d. Pick up and disperse all mail from Post Office box
 - 4. Monthly Meetings:
 - a. Arrive 30 to 45 minutes prior to the meeting and help with setup as needed.
 - b. Get the starting ticket number from the hostess and record it in the notebook to keep track of meeting attendance.
 - c. Select different color highlighters for day and evening meetings and note on member lists.

- d. Inform guests that the guest fee will be applied to their membership dues if they join by the end of the meeting.
- e. When members and returning members renew:
 - i. Highlight the line with the members name on the Current or Expired list.
 - ii. Confirm their address, phone number and email address are up to date.
 - iii. Record their check number or cash on the highlighted line.
- f. New members:
 - i. Have them fill out the new member form.
 - ii. Record on the form if they paid by check or cash.
 - iii. Make sure the email address is legible.
 - iv. Give them a receipt and a roll of fabric
- g. Provide a receipt for members paying with cash.
- h. Mark any changes of address, phone number, email on the membership list and highlight.
 - i. Hand out new name tags for new and renewing members. New members also receive a name tag holder
 - j. Make a name tag for guests and for members that forgot their name tags.
- k. Collect money from Guests and Oops entries.
 - l. Fill out the Guest and New Member form and the President will retrieve the list for use during announcements and when finished, will return it to the membership table. Get a copy of the document to the Secretary after break.
- m. Add up the money and checks received and compare to the number of renewals, guest and oops fees. The totals must be the same. Note the number of renewals and new members for the Treasurer.

- n. Get the ending ticket number after the door prizes have been given out and record it in the attendance notebook. Track day and evening attendance separately
- o. Be available during the break to change a guest to a member if needed
- p. After the afternoon meeting, the black box may be left at the church.
- q. After evening meeting help with take down.
- r. Keep the same Oops and Guests sheets for both meetings. Just put a line in between the afternoon and evening meeting.
- s. The money received can be handled a couple of different ways.
 - i. Give the cash and checks to the Treasurer after the second meeting if she is in attendance.
 - ii. Or, take the cash and checks home then arrange to get it to the Treasurer during the month.

5. Post Meeting (Before the 15th of the month):

- a. The membership data is stored an Excel spreadsheet in the Quilters' Sew-ciety Working Files folder which is located on a USB drive kept in the black tote box. The Current.xls spreadsheet has 3 sheets, Current, Expired and Deceased.
- b. Open Current.xls file and clear out the name tag field before entering new data.
- c. Update the membership data from the new member forms and lists marked up at the meetings – renewals, new members, address changes, etc.
 - i. Fill in name tag column as follows:
 - 1) G = Green for Board and Committee members
 - 2) Y = Yellow for New members
 - 3) W = White for all other members

- d. From the Current sheet extract the members that expired in the current month and move the data to the Expired sheet. Sort both lists in alphabetic order and verify the Format: Print Range field for both sheets is correct.
- e. Update Constant Contact. Instructions available in Membership Duties & Responsibility folder.
- f. Create the monthly membership report for the newsletter (see example in QS Working Files folder.) Include the meeting attendance counts, latest membership counts and list of members expiring in the next month. (e.g., for the November newsletter send the names of memberships expiring in December.)
- g. Export membership report and current membership file to PDF format.
- h. Send the PDF version of the monthly report and current membership file to President, Treasurer, other Membership committee members(s) and newsletter editor and Webmaster by the middle of the month.
- i. Save a copy of the Current Membership file to the Prior Year folder with the name: mmm yyyy Membership (Where mmm = month (Jan, Feb, etc.) and yyyy = year.)
- j. Save a copy of the Monthly report in the Prior Year folder with the name: mmm yyyy Monthly Report (Where mmm = month (Jan, Feb, etc.) and yyyy = year.)
- k. Send welcome email to new members.
- l. Contact Treasurer if money was not handed over at the meeting.
- m. One week prior to the next meeting send renewal emails to the members expired during the current month (the people that were just moved to the Expired list) and to those that will expire in the next

month (the people listed on the monthly report.)
Instructions for email merge process available in
Membership Duties & Responsibility folder.

n. Maintain the Deceased file as needed.

6. After Board and Committee Elections:

- a. Update member records for both outgoing and incoming Board and Committee members and reprint name tags.
- b. After uploading to Constant Contact, edit the outgoing Board and Committee member records to delete their former title.

F. Other:

1. Contact President Elect with Membership committee concerns or problems
2. Maintain a record of duties completed during your term
 - a. Prepare a Quilters' Sew-ciety Year End Report regarding the duties completed
 - i. This original report is given to the President under which you served, with a copy of this report kept with the Membership records