

Quilters Sew-ciety –Membership Committee

Job Description: Revised 2018

Organization Relationship: Standing Committee

Term: A one-year term with the option of serving any number of consecutive terms

Committee composition: The committee members may choose between themselves, the best way for the committee to function and accomplish all areas of responsibilities.

Overall Responsibilities:

- Oversee the QS membership information and collection of guild dues.

Responsibility Details:

Prior to Monthly meetings

- Arrive 30-45 minutes ahead of the meeting time to set up the membership table and assist the facilitator when needed.
- Obtain the starting numbered ticket from the Hostess and record this number in the Membership notebook. This number will be used in calculating attendance at each meeting.
- Membership Chairperson will purchase ticket rolls when needed and be reimbursed by Quilter's Sew-ciety. Tickets purchased will be double roll tickets.
- Have available on the membership table the Oops form and the Guest form for use before each meeting. From them, compile the information to be given to the meeting Facilitator for announcing at the meeting.
 - The same Guests and New Members form can be used for both daytime and evening meetings by putting a line between the daytime names and evening meeting names.
- Distribute nametags as needed
 - Make one-time nametags for guests and/or members as needed
 - In partnership with the QS Treasurer, collect forgotten nametag fees, guest fees, and dues for new or renewing members.
- Renewing Memberships
 - On one of the Membership lists, highlight the member's name
 - If the member is not listed, have them complete a Membership Form
 - Request and note any changes of address, phone number, etc., on the Membership list.
 - Record method of payment.
 - Offer a receipt to members who pay with cash.
- New or Returning Members who are not found on the membership lists
 - Have these members complete the New/Returning Member form
 - Record method of payment. Complete the receipt and give to the member.
 - Give new member a copy of the current QS newsletter and explain how they will receive the current member directory.
 - New member will choose a piece of fabric from the container.

After the start of each guild meeting

- Present the form previously noted to the Facilitator who will make a Welcome announcement
 - The facilitator will, in turn, give that information to the meeting Secretary who will return it to the Membership table.
- Any questions or comments directed to the membership chair can be written in the Membership notebook.

Following each guild meeting

- Obtain the ending ticket number from the meeting Hostess and record it in the notebook for calculation of attendance.
- Following the afternoon meeting, the black Membership box may be left at the church.
- The membership committee will balance out the money collected each meeting.
- The membership committee will coordinate with the Treasurer to deposit funds promptly following the guild meetings.

Other

- Contact President Elect with Membership committee concerns or problems
- Maintain a record of duties completed during your term.
 - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed.
 - This original report is given to the President under which you served, with a copy of this report kept with the Membership records.
- Update member database monthly
- Convey monthly membership report to newsletter editor
- Convey membership file monthly as appropriate for the dissemination of the newsletter.
- Email renewal and expiration notices to members as appropriate.
- Print name tags as appropriate.
- Pick up and disperse all mail from Post Office box