

## MEMBERSHIP COMMITTEE RESPONSIBILITIES

Membership Chairperson attends the Board of Directors' meetings on the 2<sup>nd</sup> Monday of each month. If she cannot attend, she may ask a membership committee person to go in her place.

Membership Chairperson is responsible for the following:

- 1) Set up a roster of volunteers, two each month, to serve at the membership table, at both the Day and Starlight Chapter meetings. Before each meeting, contact each pair of volunteers for that month to confirm their availability for that meeting. If any volunteers are not available, the Chairperson needs to find another volunteer or plan to fill that role herself.
- 2) Train the volunteers and provide a sheet of directions for their tasks before, during, and after the meeting. Directions include using a two-person system in taking down and putting back the supply totes from shelves above the library cabinets: The person on the ladder slides the tote to the edge of the cabinet and lowers it to the 2<sup>nd</sup> person waiting at the base of the ladder. Keep the totes fairly light weight. When additional supplies are needed from the higher shelves, a third person will steady the ladder while totes are moved from the shelves and handed down to the 2<sup>nd</sup> person.
- 3) Beginning in July as membership forms are being received for the new membership year, highlight each renewing member's name in a previous year's directory and write in the renewal date and any changes in information. Also maintain a list of new members and their contact information. At the end of each chapter meeting, give the renewal forms and new member's forms with all payments attached to the BTQG treasurer as soon as possible.
- 4) Maintain a current membership count with input from the treasurer who receives all of the membership forms and dues payments.
- 5) Check the membership supplies and replenish supplies when needed. Use the tax exempt letter when purchasing supplies; give the treasurer the receipt along with a reimbursement form. Keep the order small since storage space is limited.
- 6) Update new member 2-pocket folders as needed and always have at least five assembled.
- 7) Create name tags for new members and any missing from the name tag boxes for renewing members. Ask previous Membership Chairperson to email you the Word Program template.
- 8) Write a biographical article for the newsletter about each new member, including only information he/she would like members to know. Submit one or two of these biographies to the newsletter editor each month as an email attachment by the newsletter deadline date.
- 9) Set up a series of sessions on basic piecing techniques that matches new members' interests. Obtain volunteers from among experienced quilters to lead these sessions. Limit these classes to around six to promote a more personal experience and allow new members to begin to build friendships.
- 10) Serve at the membership table whenever there is a shortage of volunteers for any chapter meetings.
- 11) Organize one or two receptions for new members yearly to introduce them to all of the activities, interest groups, offices of the guild, and to answer any of their questions while also encouraging them to become involved.
- 12) Obtain a list of those enrolled in a guild sponsored retreat and compare it to a current list of guild members. If any enrollees are not guild members, then the Retreat Chairperson needs to remind the enrollee to pay her guild membership dues in order to attend the retreat.

The following are responsibilities for volunteers who work at the membership table:

- 1) At least 30 minutes before the meeting, get the membership materials from inside one of the library storage cabinets (and if needed from the box above the storage cabinet) and take them to the two tables set up in an L-shape next to the outside door to the auditorium. Cover the tables with the two membership cloths. The upper box holds extra materials for membership packets, etc. Usually, leave it up there.

- 2) Always use a two-person system in taking down and putting back the supply totes from shelves above the library cabinets: The person on the ladder slides the tote to the edge of the cabinet and lowers it to the 2<sup>nd</sup> person waiting at the base of the ladder. Keep the totes that are stored on the shelves at a fairly light weight. When additional supplies are needed from the higher shelves, a third person must steady the ladder while totes are lowered from the shelves to the 2<sup>nd</sup> person.
- 3) Set the box of indexed name tags and the tub with the name tag clips on the table closest to the door. Also set out alphabetized new directories as they become available, usually at the October meeting and remind members to take theirs. Place sticky notes with the name initial letters included in each pile of directories. Directories will have the name labels on them. Note: board members get a 2<sup>nd</sup> copy if they want one. Other members can purchase a second or replacement copy for \$1.50 if there are extras. At least 10 directories must be kept to be included in new member packets during the year. To estimate how many directories might be needed for new members and for late renewals, count how many members were added after the directory printing the previous year. The treasurer or other Board members can help with this estimate.
- 4) On the other table, set out the guest book. All guests must sign in. Make a name tag for them on yellow cards. Write in the date of this meeting in a corner of the tag. Collect this tag and save it for them in case they come to visit for a second time. Guests can visit only twice in a year. At the second visit, encourage them to join the guild. **Non-members may not purchase directories.**
- 5) On this table, also set out membership forms, new member cloth name tags, and new member packets. Be sure to get the cloth name tags back at the end of the meeting. Submit the name of new members to the Membership Chairperson so a name tag can be made before the next chapter meeting. Have pens available for guests signing and for filling out membership forms. Also set out the spiral notebook for recording new member names and information.
- 6) Clip dues checks and cash to membership forms for any new members or renewing members. At the end of the meeting, give this stack to the Guild treasurer, if present, or to the CEO. If neither is available, store them in a large envelope, take them home with you, and arrange to get them to the treasurer. She is responsible for preparing a computer list of all members and their information which she emails periodically to the CEO and Membership Chairperson. This is a good way to cross-check totals and any information for discrepancies.
- 7) If a member subsequently changes any information or decides to switch how she gets the newsletter, write down those changes and email it ASAP to the treasurer, the web master, and the newsletter editor.
- 8) By the August meeting, go through the alphabetized name tag box and remove all of the tags of members who have not renewed, placing those tags in alphabetical order at the back of the box, behind all of the renewed and new member tags. This helps membership volunteers know to tell someone who can't find her name tag that she has not renewed.
- 9) If a renewed member does not find her name tag, ask her if perhaps she has taken it home previously. If she still does not locate it, the membership chairperson or a volunteer should make a new name tag.
- 10) Give each new member a new member folder, cloth name tag to use just during this meeting and to return to membership table before she leaves. Welcome her, inviting her to ask any questions she has about guild. Tell her that the Membership Chairperson will be calling soon to interview her for the guild newsletter.
- 11) Maintain an emergency list of contacts for each member who wants to provide emergency information, in case this is needed during a guild meeting. Invite any additions or corrections during announcement time of several meetings each year. Keep this list in the binder with membership information and membership committee responsibilities. Refer to it quickly in case of a member's emergency.
- 12) During the announcements, one volunteer will introduce any new members and guests. She will also report on any upcoming membership special meetings, such as reception for new members and quilting basic skills' classes. The classes in quilting basic skills are for newer members but also open to other members.
- 13) At the end of the meeting, one volunteer goes around and requests nametag returns, collecting them and filing them alphabetically in the name tag box and putting clips into the tub.
- 14) At the end of the meeting, the other volunteer helps refile name tags, answers any questions, and takes in any additional membership forms and dues.

15) As most members are leaving, volunteers box up all items on the membership table, fold up the tablecloths, and return all items to the cabinet, with the exception of the spiral notebook and the white membership binder which needs to go back to the membership chairperson so she can prepare needed name tags, pass on changes to the treasurer and newsletter person.

Submitted by Corinne Remeika,  
Membership Chairperson, 2013-2014