

# Booneslick Trail Quilters' Guild

## Job Description: Membership Committee Responsibilities

The Membership Chairperson attends the Board of Directors' meetings on the 2<sup>nd</sup> Monday of each month. If the chairperson cannot attend, they may ask a membership committee person to attend or send a report to the CEO in advance. Board meetings are either in person or via Zoom. Location and time determined by the CEO.

The 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 volunteers are not available, the Chairperson needs to fill that role for any chapter meeting.
- 2) Train the volunteers before, during, and after the meeting. Directions include taking down and putting back the supply totes from shelves above the library cabinets as well as the box of Membership Directories.
- 3) Beginning in July as membership forms are received for the new membership year, highlight each renewing member's name in the 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 treasurer as soon as possible.
- 4) Maintain a current membership roster with input from the treasurer who receives all 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.
- 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 the previous Membership Chairperson to email you the Word Program template.

The following are responsibilities for the Chairperson and/or 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 take them to the two tables set up in an L-shape inside the auditorium and outside of the kitchenette. Cover the tables with the two membership cloths.
- 2) Set the box of indexed name tags and the tub with the name tag clips on the table. On the same table, set out the guest book. All guests are asked to sign the guest book. Guests can visit twice a year. On the second visit, encourage them to join the guild. **Non-members may not purchase directories.**
- 3) On the other table, set out alphabetized new directories as they become available, usually at the October meeting, and remind members to take theirs. Note: board members get a second copy if they want one. Other members can purchase a second or replacement copy for \$3.50 if there are extras. At least 10 directories must be kept to include in new member packets during the year.
- 4) A suggestion was introduced and accepted by the Board of Directors in the fall of 2023 that membership directories be mailed to members that have not been picked up by the December chapter meetings.
- 5) Have membership forms and new member packets available. 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. Record new member names on the roster.
- 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. The treasurer is responsible for preparing a computer list of all members and their information which is emailed monthly to the CEO, the Membership Chairperson and Newsletter Editor.

- 7) If a member subsequently changes any information or decides to switch how they receive the newsletter, write down those changes and email it ASAP to the treasurer and the newsletter editor. The changes need to be printed in the following month's newsletter so all members can update their membership directories.
- 8) By the August meeting, go through the alphabetized name tag box and remove all the tags of members who have not renewed, placing those tags in alphabetical order at the back of the box, behind all the renewed and new member tags. This helps membership volunteers know to tell someone who cannot find her name tag that she has not renewed.
- 9) If a member does not find their name tag, ask if they have taken it home previously. If they still cannot locate it, the membership chairperson should make a new name tag.
- 10) Give each new member a new member folder and a name tag on green card stock to use just during this meeting. A printed name tag will be available at the next monthly guild meeting.
- 11) During the announcements, one volunteer will introduce any new members and guests. They will also report on any upcoming membership special meetings, such as a new member tea.
- 12) 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.
- 13) 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.
- 14) 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, except for the rosters 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.

Last reviewed by Donna Puleo, April 4, 2024

Membership Chairperson, 2022-2023 and 2023-2024