**Calico Cut-Ups**

**Membership Job Description**

1. Greet members and visitors at the sign-up table at each meeting. Pass out raffle tickets first meeting of the month to members wearing name tags (if raffles are being held).
2. Maintain a sign-in system for members and guests. Obtain listing from AQG.
3. Distribute welcome letter prepared by the President, current rooster, and name tag pattern for new members and work to help integrate the new members into the Chapter. If cash payment is made, prepare receipt and pass receipt and payment to Treasurer.
4. Assist new and existing members to pay AQG dues on-line. If internet is not available to the member, download the form from the AQG webpage and have the member mail the form and check to AQG. Calico no longer passes through payments to AQG.
5. Assist new and existing members to pay Calico Cut Ups dues on-line. If internet is not available to the member, download the form on the Calico Cut-Ups webpage and have the member submit the form to membership chair and the check to the treasurer.
6. Announce at the business meeting the number of members and the name and number of visitors attending.
7. Maintain an up-to-date excel spreadsheet of current members, and periodically email it to the membership.
8. In late July or early August, reconcile the list of Calico members with the list that AQG has to make sure all Calico members have renewed their AQG membership. Also remove the Calico affiliation from any AQG members who no longer wish to be Calico members.
9. Each quarter, determine which members who are not Snow Birds and have missed 3 to 5 meetings and mail or email the member a follow up card with appropriate wording discussed with president.