

# Pioneer Quilters Guild

## Membership Desk Responsibilities

### 1. Summary description of position/committee responsibilities

The Membership Chairperson is responsible for receiving and processing membership applications and dues for new and renewing members and for maintaining a current membership roster with contact information, including birthdays and for keeping meeting attendance reports. The membership roster is maintained in an Excel Spreadsheet. Chairperson must have access to a computer and be able to use Excel and Word programs or equivalent, and be able to send and receive email.

### 2. Approximate time commitment

#### a. Monthly

Print the monthly sign-in sheets and bring to the general meetings.—10 min.

Set up the membership desk at the general meetings. Must arrive early, 6pm if possible. —10 min.

Staff the membership desk at all of the general meetings. – 3 hrs

Afterwards, update the attendance report, and submit revenue along with a revenue submittal form to the Guild Treasurer. 1 hr

Keep the membership roster current all during the year. Time varies

#### b. Yearly (hard to gauge the time for the following tasks)

Accept and process the member renewal forms and fees.

Notify members who are in danger of not meeting the 5 meetings a year requirement.

Notify people on the Wait List of openings in the Guild and accept and process new member forms and fees.

Provide members with an updated membership roster by the February meeting.

Create, print and distribute the membership cards to the members.

Submit a budget to the Guild Treasurer.

### 3. Number of members on position/committee.

Minimum of two members. Three is preferred.

### 4. If job responsibilities for additional member(s) are different than described in item #1 above, provide summary description of member(s).

Only one member needs to chair the committee and be responsible for keeping the membership roster current, creating and printing the membership cards and processing the membership forms and submitting the revenue to the Guild Treasurer. The other members

are helpers at the desk during meetings. During the membership renewal period it can get very busy accepting renewal forms and fees and answering questions.

#### 5. **Forms and software used**

Software: Excel, Word and an Email program.

Guild Revenue submittal form

Guild Request for Reimbursement form

#### 6. **Other notes**

##### **At the beginning of the calendar year:**

Ask for turnover from the previous year's Membership Chairperson. This should include a list of renewing members and the Wait List.

Compare the renewing members list with the current roster to identify which members have not renewed. Contact each of those members to verify that those members not renewing do want to drop their membership in the Guild.

After determining how many open membership slots there are, contact the people on the Wait List in order of signups to confirm they still want to join the Guild. If necessary, mail or email them copies of the membership form. Membership is official only after their completed form and \$35 membership fee is received. (Yearly Membership fee is not pro-rated unless the member is joining after the month of June)

Bring a few draft copies of the membership roster to the January meeting and ask members to review their information and either mark an ok next to their name or edit the information on the roster. Update the roster database (Excel spreadsheet) with any changes.

Revise Membership Roster in January and provide revised copies to members by the February meeting. Email the finalized roster to all members with an email address, mail copies to the rest. Bring a few copies to the subsequent meetings.

As people join during the year, add them to the Membership database.

Create and print membership cards using decorative card stock. Distribute the cards at the February meeting.

Submit requests for reimbursement to the guild treasurer for any purchased supplies.

Submit a budget to the Guild Treasurer in January.

##### **Monthly Meeting duties:**

Print meeting sign-in sheets each month and bring to meeting.

Also print the Guest List. The Wait List is printed once in January and used throughout the year.

Be among the first to arrive at the meeting location and set up the membership desk. Attach each sign-in sheet to a clip board and set out on the table along with pens and pencils. There is also a Membership sign that attaches to a pole which fits into a base. This is used to identify the table. Set out the Guest List and Wait List sheets and the white paper stick-on badges (include a black sharpie marker).

If there's room add the Guild information booklets for people to take away.

Guests are required to pay \$3 each. Members who forget to wear their name tags are fined 50 cents. New members are not fined until after the New Members Welcome meeting (usually February). Collect the money and keep in an envelope. Be prepared to make change.

After each meeting any money collected is submitted to the Guild Treasurer on the proper money submittal form along with the number of visitors and members forgetting badges.

Membership chairperson will update the Attendance spreadsheet using the meeting sign-in sheet as a guide as to which members were in attendance that month.

Member information changes (ie, email address, phone number, etc) must be forwarded to the Membership chairperson so the member roster database can be updated. The Membership chairperson should forward the updates to the newsletter editor for inclusion in the next published newsletter. It's helpful to remind members to forward new information to the Membership desk either by making announcements at the meetings or writing an article for the newsletter.

### **Towards the end of the year:**

In September start the membership drive for renewals. Have some membership forms printed and bring copies to the October, November and December meetings. Remind members they can access the form on PQG's website and print their own copy. The Membership chairperson should not have to print 150 forms.

Send out reminder emails to those members who may be in danger of not meeting the requirement to attend five meetings in a calendar year. If they intend to renew membership, ask for explanations of extenuating circumstances which prevented them from attending. Present those situations to the Board when member requests an exemption from the five meeting rule.

Do not accept renewal forms and fees from members who will not be able to meet the five meeting requirement by December unless they have already received an exemption from the Board.

Write the check # on the renewal form.

Submit all money received to the Guild Treasurer as soon as possible along with the Revenue Submittal form (found on the Guild website).