

Membership Committee - September 2019

- membership committee comprised of a chairperson and ideally two assistants
- collects membership fees and forms from members from May to September and during the year
- counts money collected and gives to the treasurer

Membership Chairperson Job Description

- provides membership form
- keeps the membership forms for one year
- maintains current list of members addresses and contact information and supplies an up-to-date membership list to paid up members each fall
- in February, have copies of all the members and their contact information (who are not on the membership list) ready to distribute to the members of the guild
- submits a list of new members and their contact information to the President, Secretary, Vice President, the newsletter editor and the web manger monthly
- keep a current label list of members and addresses of those members who want their newsletter mailed and send to the newsletter editor
- makes Welcome Packages for new members which may include the executive list, current membership list, a quilting magazine or pattern, pencil , notepad, a fat quarter
- orders nametags for new members from Bob Willoughby
- prepares an attendance sheet for the welcome desk and the social committee convenors