

MEMBERSHIP CHAIR

- 1) Maintain file of current members:
 - update electronic database
 - keep file of membership applications
- 2) Provide services to members:
 - attend guild meetings to answer membership questions
 - have two attendants at membership table at guild meetings beginning half an hour before meeting (to collect guest fees, oversee sign-in sheet for guests and members, distribute door prize raffle tickets)
 - have extra help at Sept, Oct, May meetings to take member applications/distribute name badges, directories, etc.
 - prepare and provide name tags for all members
 - prepare and provide membership card for all members
 - prepare and provide store discount card/s (i.e., advise Vogue Fabrics) and/or information about obtaining other store discounts (Jo-Ann, Hancock's)
- 3) Provide services to IQI:
 - receive member applications and payments. Give payments to Treasurer.
 - provide names and addresses to Oak Leaf editor for mailed subscriptions
 - provide to committee chairs by October the lists of volunteers to help them; update as new members join
 - prepare annual Directory of Members joining by Sept 15, have printed (#= membership + 30); distribute at October meeting
 - prepare and distribute directory update in January of members joining after September 15
 - provide member mailing labels to raffle quilt chairman
 - review fees* and member application with board
 - prepare and copy member application before May meeting
- 4) Promote membership:
 - answer membership inquiries from website
 - attend board meetings and give membership report
 - submit articles for Oak Leaf
 - remind members in May and August/September Oak Leaf issues to renew provide form to editor and to website manager
 - conduct door prize drawings
 - solicit door prizes from area shops, or purchase
 - note attendance at meetings
 - prepare IQI informational flyer and distribute to area stores
 - provide IQI applications and info for Fine Art of Fiber show

*full member \$50 with emailed Oak Leaf/mailed Oak Leaf +\$10/ newsletter -only member \$10 / guest fee \$5, applicable toward membership paid within a month. Membership discounted after February.

Revised by Cynthia Churchwell, 2011-2012