

Kempfenfelt Quilters' Guild
Job Description

Position Title: Membership Director

Date Revised: May 2012

1. PURPOSE OF THE POSITION

The purpose of the Membership Committee is to collect dues and maintain an accurate listing of all current members of the Kempfenfelt Quilters' Guild. They encourage membership in KQG and welcome guests to the meetings.

2. PRIMARY RESPONSIBILITIES

- Collect yearly membership dues.
- Provide a new membership card on receipt of payment.
- Maintain an updated guild membership list and provide copies to all executive members.
- Create and maintain a monthly attendance list. Provide a monthly summary of attendance at the executive meetings
- Provide new members with a welcome package which includes a guild information sheet and chatelaine pattern and City of Barrie pin. Packages are assembled by the Guild Secretary.
- Welcome guests and collect \$5.00 or coupon; provide them with a temporary name tag. Ensure single guests have a member or friend to sit with.
- Provide a list of the new members and guests to the President before meeting commences.
- Draw for Quilter of the Month from members in attendance. Maintain a list of Quilter of the Month to prevent duplication within a two year period.

3. SECONDARY RESPONSIBILITIES

- Order name tags for Guild members and Executive members as required from: Simcoe Trophies, 26 Lennox Drive, Barrie. Name tags are white with red lettering. The cost of a replacement name tag will be the responsibility of the member at the current cost.
- Collect Committee add-on titles for Executive from the outgoing Executive in August of each year and reallocate to new Executive positions in September.
- Prepare a membership renewal notice for the June newsletter. Renewals will be accepted in the months of July and August. Membership is open to new members at the General Meeting in September. New members will be accepted throughout the year. Limit of 150 members.
- Maintain a waiting list for membership once the limit is reached.
- Prepare new membership cards yearly for renewing and new members, using different card stock each year; include the Guild year on the card.

- Update the **Welcome Letter** and prepare a **New Members' Package** for new members. New members package to include Welcome letter, list of quilting "terms to know", list of Guild projects, city of Barrie Pin (obtained from city Hall) and Chatelaine fabric with instructions: Chatelaine: 2 meters red and Muslin fabric; cut 4 1/2 inch strips from both; using width of fabric trace both and package in baggies for new members.
- One member to attend Executive meetings; all are welcome.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

- Maintain a \$50.00 float.
- Maintain a cash journal ensuring all receipts for expenditures and revenues are recorded.
- Collect money from guest fees.
- Submit the Cash Tally Sheet and a copy of Guests and Membership Renewal Sheets and all monies collected to the treasurer at the Executive meeting.
- Submit expense vouchers on KQG Receipts and Purchases Summary to Treasurer for purchase reimbursement.

5. KNOWLEDGE SKILLS AND ABILITIES REQUIRED

- Knowledge of Microsoft Word and Excel.
- Ability to track expenditures and revenues and balance a cash journal.