

Membership Job Description

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 Kempenfelt Quilters' Guild. They encourage membership in KQG and welcome guests to the meetings.

PRIMARY RESPONSIBILITIES

Welcome

- Welcome guests and collect \$5.00 or Free Attendance Coupon; provide them with a temporary name tag. Ensure single guests have a member or friend to sit with.
- Update the Welcome Letter annually and hand out with the guild pin and membership card to new members.

Membership

- Collect yearly membership dues. (Currently \$40 and \$25 from March onward)
- Prepare new membership cards yearly for renewing and new members include the Guild year on the card.
- Provide a new membership card and name tag the month after payment, as well as a Welcome letter.
- File the New Member forms in the binder; move forms of members that did not renew to the back of the binder. Once yearly, email the members that did not renew to update them on guild activities and to welcome them back.
- Perfect Attendance draw should be held in September with a \$25 gift certificate from one of the advertiser quilt shops.
- 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. Membership numbers is based on the capacity of the hall rented for the Guild meetings.
- A Free Membership draw should be held in September every year using the early renewal names of July and August and have the Treasurer write a cheque and give it out at the September meeting.
- Maintain a waiting list for membership once the limit is reached.
- Maintain a List of the Free Attendance Coupon users (one coupon per year per person). Include an article in the newsletter at the beginning of the guild year about this.
- 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 to President, Vice President, Secretary, Treasurer and membership team members.
- Provide a list of the new members and guests to the President before guild meeting commences. Provide this list of new members monthly to the Newsletter coordinator. (deadline is Friday after Exec. Meeting)

Name Tags

- Order name tags for Guild members and Executive members as required from: Simcoe Trophies, 26 Lennox Drive, Barrie, (simcoetrophies@bell.net). 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.

Executive Meetings

- One member is to attend Executive meetings; all are welcome.
- Write an annual report of activities, one copy to Secretary for the incoming member and one to the President for Archives. Include with the written report the Membership and Attendance Summary for the year.
- Prepare orientation materials for incoming Membership Executive member; meet if desired to go over membership material on flash drive.

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, as well as new members and renewals throughout the year.
- Submit the Membership Cash/Cheque Summary Sheet and a copy of Guests and Membership Renewal Sheets and all monies collected to the Treasurer at the end of the Guild meeting.
- Submit expense vouchers on KQG Receipts and Purchases Summary to the Treasurer for purchase reimbursement. Receipts from the Membership Team should be given to the Director once a month.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

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