



Membership

Supersedes

Original - Standard Operating Procedure for Membership Chairperson

Current Chairperson

Diane Carpintieri

Job Description

The Committee lead for Membership is responsible maintaining current membership information and providing communication to the Guild members. Responsible for maintaining any assigned budget targets.

The Membership Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Membership

Item	Action
1.	Membership requirements (form/dues) for the upcoming quilt year should be announced beginning in April of the current quilt year. Monthly reminders to be sent after initial announcement.
2.	Collect all monies and membership forms. Membership will provide a receipt with the total cash and checks collected to the Treasurer. The Treasurer will count the monies collected and sign off on the receipt for Membership records.
3.	Create membership roster for current quilt year.
4.	Create membership cards for current quilt year.
5.	Provide hard copy of roster and membership card no later than the October general meeting of the current quilt year. Electronic copy of roster will be sent to membership no later than the following month.
6.	The electronic copy of the roster will be updated each month with additions/changes to member information.
7.	Membership will maintain the electronic mailing list of Guild members including the password. Communication to members can be sent by the Membership lead, President, Sunshine and Newsletter leads. Friendshipquiltersoflinthicum@gmail.com
8.	Greet new members; provide new member packet (membership card, roster, By Laws, current newsletter). Some of this information can be provided electronically.
9.	Maintain general meeting attendance records.

QUILT SHOW CHAIRPERSON

	Item	Action
<i>Roster Details</i>	10.	Roster should consist of: <ul style="list-style-type: none"> • Current Quilt Year Meeting Schedule • Library Schedule and Subjects • Instructions to make FQG name tag. • Charity Guidelines

**Previous
Chairperson**

Ann Stendera	2014/2015
Ann Stendera	2013/2014
Margaret Weisman	2012/2013
Margaret Weisman	2011/2012