

WOW MEMBERSHIP

DESCRIPTION:

The WOW Quilt Guild requires an annual membership to attend meetings, receive the newsletter, and participate in activities including the biannual quilt show.

RESPONSIBILITIES:

The Membership Chair is responsible for all things concerning membership including:

- System of attendance
- System for dues collection
- Visitor registration
- New-member information
- Print and distribute Guild literature to quilt shops
- Print and distribute roster
- Complete treasurer form of money collected each month

REQUIREMENTS FOR COMMITTEE CHAIR:

- Attend all Executive Board and Monthly Guild Meetings
- Basic computer knowledge of data processing and spreadsheets

PROCESS:

- Have membership table set up by 6:30 for the monthly meeting including an updated attendance sheet, new member information, cash bag, and etc. as needed
- Update roster monthly
- Provide the newsletter chair with member addresses for email and/or snail mail
- Print and distribute roster at meeting
- Print and distribution of bylaws as needed
- Print and distribute new member information
- Print and distribute literature with general Guild information to quilt shops
- Provide membership numbers and names of visitors for inclusion in the newsletter and announce at monthly meetings
- Provide a system for renewal of memberships at the end and the beginning of the calendar year.
- Print new member names on fabric sheets for use as name tags