

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

| Job Title | Membership |
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| Voting Board Member | Yes |
| Key Responsibilities | To record and store demographic data and statistics about the guild. Serves as the “greeter” to guild meetings. Maintains guild table at meetings to share information about membership, other guilds and events, and to sell guild merchandise. |
| Tasks Prior to Guild Meeting | This job has a lot of details associated with it. Please see following detail pages. |
| Tasks During Guild Meeting | This job has a lot of details associated with it. Please see following detail pages. |
| Newsletter Articles | <ul style="list-style-type: none"> • Submit monthly article about membership, members at last meeting, current membership statistics, and birthday list. • Also produces mailing labels for newsletters. |
| Preparation for Board Meeting | <ul style="list-style-type: none"> • Prepare statistics of current membership and last meeting. • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document. |
| Financial Impact – Income | <ul style="list-style-type: none"> • Membership fees are a major source of yearly income • Guest fees • Merchandise sales |
| Financial Impact – Expense | <ul style="list-style-type: none"> • Minor expenses related to office supplies and printing/copying. • Significant expense in producing annual membership directory |
| Interfaces with which Other Board Members | <ul style="list-style-type: none"> • Treasurer for income and expenses related to membership. • Quilt Show committee members that will need membership reports and data • Any other board member that may need membership information |
| Interfaces with | None |

| | |
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| Outside people/companies | |
| Detailed Instructions | See following pages |

I. REQG General Membership Meetings

A. Membership Table

1. Set up

- a) Set up table(s), chairs, and accessories near the meeting room entrance
- b) Starting at 6:30 p.m., one hour before the meeting begins at 7:30 p.m.
- c) Starting at 6:00 p.m. when there is a 6:30 p.m. potluck supper before the 7 p.m. meeting.

2. Welcome

- a) Greet attendees, guests, and speakers as they come to the Membership Table.

3. Attendance

- a) Layout pages of the current REQG Membership list on the Membership Table along with pens.
- b) Have members check off their names on the Membership list; it serves as the attendance record for the meeting.
- c) Tape down two corners to hold the paper in place for easier signing.

4. Membership list

- a) Provide a clipboard with a blank Changes to Data form for members to use to tell us about changes to their information

5. Membership Cards

- a) Distribute to current members their REQG Membership Cards which serves as their receipt and can be used for discounts at various businesses in the area.
- b) Have membership cards available for pick-up at the Membership Table the next meeting after the meeting when members registered.

6. Name Badges

- a) For members who wear their name badges, provide scraps of paper for them to enter the Name Badge Drawing by placing their names in the Name Badge Box.
- b) Prior to meetings, acquire \$5 gift certificates, from member businesses for drawing prizes. Two prizes are awarded at each meeting. Submit receipts to Treasurer for reimbursement, saving copies for the Membership Records Binder.
- c) Provide stick-on name badges for members who forgot their name badges.

d) Guests receive complimentary stick-on name badges, as do new, renewal, and rejoining members registering at the current meeting.

7. Registration

a) Register new, renewing, and rejoining (after lapse of one or more years) members, using a standardized REQG registration form to record personal data and noting payment mode (cash, check with "-" check number, or money order with number) and amount of fee payment.

b) A separate form is used for registering business members.

8. Annual Membership Dues

a) The guild year runs from 1 September through 31 August of the following year.

b) Collect membership fees, due 1 September and delinquent 15 October:

(1) \$25.00 Full Membership fee for individuals whether new, renewal, or rejoining

(2) \$15.00 Associate Membership fee for individuals (newsletter subscription only)

(3) \$15.00 Junior Membership

(4) \$55.00 Business Membership fee for businesses (one advertisement each newsletter)

(5) \$15.00 Business Associate Membership fee

c) People and businesses may join year round.

d) First-time members joining after 1 February, pays reduced Full Membership fee of \$15.00.

9. Membership Packets

a) Give Membership Packets to new members and to rejoining members if their lapse is greater than two years.

b) Membership packets are composed of a Welcome letter from the REQG President, REQG Calendar and Committee Activities, REQG Community Programs and Activities, REQG Bylaws, REQG Standing Rules, REQG Standing Committees, REQG Special Committees, a current REQG Membership list, and current/recent REQG Redwood Remnants Newsletters-

c) Membership Packets are available at the reqg.com website.

10. Membership Flowers

- a) **Lend Membership Flower identification badges to new members for use as name badges during their first guild-year of membership.**
- b) **Flowers are individual pieced-fabric daisies based on the Grandmother's Flower Garden pattern.**
- c) **Collect Membership Flowers as they are returned when new members have made their own identification badges.**
- d) **All Membership Flowers are due back at the Membership Table at the close of the June general membership meeting.**
- e) **Have Membership Flower patterns available at the Membership Table. Make and encourage other members to make Membership Flowers if supply is dwindling.**

11. Guests

- a) **Have them sign the REQG Guest Book. Entrance Fees for Guests: Collect a \$1.00 entrance fee from guests for an ordinary REQG general membership meeting and a \$5.00 entrance fee for a meeting with a special program and invited speakers.**
- b) **Put entrance fees in the cash Box.**
- c) **Do not charge guest speakers or presenters an entrance fee.**

12. Cash Box

- a) **Membership cash box consists of a \$60.00 starting bank that is reconciled and returned to the base amount after each meeting**

(1) Base Amount in Ones - \$25.00

(2) Base Amount in Fives - \$35.00

13. Merchandise

- a) Have REQG merchandise available for sale at the Membership Table.
- b) Make out receipts for all sales in the receipt book, give original to purchaser, and retain copy for REQG budget records. Must go to the Treasurer to use for calculating Sales Tax.
- c) Put payments in Cash Box.

14. Quilt Shows, Competitions, Events, Classes, Workshops, Tours, Information, Advertisements, Misc.

- a) Have flyers, bookmarks, business cards, brochures, and informational sheets available at the Membership Table.
- b) From time to time other items are also placed at the membership table for ease of members (samples, coupons, free gifts, etc.).
- c) Display any extra current REQG newsletters.
- d) Display membership directories if appropriate.

15. Membership Supplies

- a) Stored at the meeting place is
 - (1) Box of Office Supplies*
 - (2) Clipboards*
 - (3) Registration Box*
 - (4) Misc. "ballot" boxes .*
 - (5) Guest Book*
- b) To each meeting the Membership committee should bring the box of membership records which includes
 - (1) Cash Box*
 - (2) Membership Cards*
 - (3) Mail for distribution*
 - (4) Membership records*
 - (5) Receipt books*

16. Registration Box

- a) Use the Registration Box on the membership table during the September and October general membership meetings for collecting the expected mass influx of registration forms and fees. Then again in May and June for early registration.
- b) Put forms with fees in Registration Box for later processing. They can be folded, paper clipped, or put into an envelope before dropping into the box.

B. Announcements and Reports

1. Notify the REQG President beforehand to add Membership Announcements and/or Reports to the evening's program so the Membership Chair can remind people to renew memberships, pick up REQG Membership Cards, or bring quests; request assistance at the Membership Table, with processing Membership Registration Forms, or with making Membership Flowers; announce upcoming events and competitions.

C. After Adjournment

1. File Membership List, Attendance Record, Membership Registration Forms, and any income for later processing.
2. Clear Membership Table. Return tables and chairs to former locations. Return supplies to storage.

II. Activities Between REQG General Membership Meetings

A. Post Meeting Processing

1. Process attendance records by counting attendees that signed in + guests + new members. Attendance records are saved for the membership year and then placed into storage.
2. Process renewal and new membership applications.
3. Process any changes to data.
4. Print membership cards as appropriate.
5. Reconcile cash and return cash box to base amount.
6. Prepare deposit to give to Treasurer as soon as possible.

7. Report attendance and registration status numbers to Membership Committee and President prior to day of Board meeting.

B. REQG Executive Board Meetings

1. Attend Executive Board meetings as voting member.
2. Report data from previous general membership meeting on attendance; guests; and registration of new, renewal, and rejoining members.
3. Announce any information on upcoming quilting-related events of interest to the membership.
4. At Executive Board meeting following the biennial quilt show, report data on registration of new, renewal, and rejoining members.

C. Membership Packets

1. Copy from masters in Membership File Box and make up Membership Packets composed a Welcome Letter from the REQG President, REQG Calendar and Committee Activities, REQG Community Programs and Activities, REQG Bylaws, REQG Standing Rules, REQG Standing Committees, REQG Special Committees, current REQG Membership List, and current/recent REQG Redwood Remnants Newsletters. Membership Packets are given to new members and to rejoining members if their lapse is greater than two years.

D. Membership Flowers

1. Make and/or call other members to make Membership Flowers if supply is dwindling.

E. Membership Flower Patterns

1. Copy Membership Flower patterns for the Membership Table.

F. Registration Forms

1. Maintain registration forms for the guild year and then place into storage.

G. Income

1. List names of registered members, status (new, renewal, rejoiner; full or associate; individual or business), amount paid, mode of payment (cash, check with check number and date of check, or money order with number), and date received.
2. Tally monies received from registrations, fines, entrance fees, and merchandise sales on REQG Deposit of Monies Received Form by category.
3. Copy list of registered members and Deposit of Monies Received Form.
4. Retain original registered members list, copies of receipts, and copy of deposit form for Membership Records Binder.
5. Give envelope containing the monies received along with original deposit form, original receipts, and copy of registered members list to REQG Treasurer.

H. REQG Membership List

1. Update data entries for the current year based on information from REQG Registration Forms received through 15 October.
2. Maintain a current, computerized REQG Membership List, updated for new registrations after monthly REQG general meetings and the biennial REQG Quilt Show, and for changes, additions, deletions, or corrections in personal information.
3. Prepare Membership List/Directory for printing/photocopying after October 15th for distribution at the November guild meeting.
4. Provide membership lists to authorized board members as requested.

I. Sole Use of REQG Membership List

1. Remind members periodically, via the REQG Redwood Remnants newsletter, that REQG Membership List information is for use by current REQG members only, and solely for communication amongst current members, and is not for use in any way by other people, organizations, institutions, and agencies.

J. REQG Mailing List

1. By maintaining membership records you are maintaining a current mailing list.
2. Maintain the names and addresses of quilt guilds and quilt organizations from whom we regularly receive newsletters so that we can reciprocate in kind.
3. Produce mailing labels as requested for various projects.

K. REQG Membership Cards

1. Produce REQG Membership Cards for the current guild year, changing the expiration year and, if necessary, the guild president's name on the master, and selecting cardstock of different color from that of cards from the previous four years. (Light green for 1999-2000; light blue for 2000-2001; yellow for 2001-2002.)

L. REQG Membership Fee Receipts

1. The membership card servers as the member's receipt for fees paid. An actual receipt from the sales book can be written upon request.

M. Newsletter Items (due by the 15th of each month)

1. Mailing Labels
 - a) Create newsletter mailing labels sorted by Zip Code for the Newsletter Committee / Post Office Liaison. This should be done after updates are processed from the guild meetings. Deliver the labels to the committee. List includes both members and other guilds and quilting organizations.
2. Membership News
 - a) Write the 'Membership News' column for the REQG Redwood Remnants Newsletter, including welcome of new members by name; thanks for assistance at Membership Table; membership totals; attendance totals; additions, changes, corrections, and deletions for the REQG Membership List; happenings at last general membership meeting; latest classes and workshops; upcoming events and competitions; and requests to bring guests to next general meeting.
3. Data Changes
 - a) Prepare list of changes to membership information. This list is not published, except for new members, in October and November because of the high volume from the registration process.
4. Birthdays

a) Compile the 'Wishing You Very Happy Birthdays' list for the REQG Redwood Remnants Newsletter.

b) There will be a single list for months September through May. June will have three lists, one each for June, July, and August. Thereby, no member's birthday will go unacknowledged, unless requested.

5. Quilt Shows and Events

a) Compile the 'Upcoming Quilt Shows, Competitions, and Events' column for the REQG Redwood Remnants Newsletter. (This is currently done by Edith Harmer, but could return as the duty of this committee in the future.) Gather information from the Northern California Quilt Council calendar, quilt show ads received in the mail, newsletters from other quilt guilds, flyers for classes and contests, The Quilters Path, other REQG members, and the internet-

N. Registration Renewal

1. For September and October editions of the REQG Redwood Remnants Newsletter, write a reminder to renew REQG Membership Registration for the 'Don't Forget' list on the cover, a brief announcement in enlarged bold type to renew REQG Membership Registration for the front page, and a how-to-renew REQG Membership Registration paragraph in the 'Membership News' column.

O. Return of Membership Flower Badges

1. For the June and September editions of the REQG Redwood Remnants Newsletter, write a reminder to return Membership Flower Badges for the 'Don't Forget' list on the cover and a where-to-return Membership Flower Badges mention in the 'Membership News' column.

P. Award Letters

1. Fair Liaisons will provide you with the names and addresses of winners from the Redwood Acres Fair in June and the Humboldt County Fair in August.
2. Enter winners as honorary members and send congratulations letter and registration form for completion.
3. Have new member packet ready for first meeting for the honorary members.

Q. Photocopying

- 1. Make needed quantities of photocopies from masters of REQG Registration Forms, Membership Cards, Membership Lists, Membership Packet materials, and other REQG-related items; pay with personal money; and obtain receipts for expenses.**
- 2. Tally expenses on REQG Request for Disbursement Form.**
- 3. Photocopy receipts and Request for Disbursement Form.**
- 4. Retain copies of receipts and copy of disbursement form for Membership Records Binder.**
- 5. Submit original receipts and original disbursement form to Treasurer at next Executive Board meeting, next general membership meeting, or by mail, to receive a reimbursement check for personal expenditures.**

R. Office supplies

- 1. Purchase office supplies as needed using personal money and obtain receipts for purchases.**
- 2. Tally expenses on Request for Disbursement Form.**
- 3. Photocopy receipts and Request for Disbursement Form.**
- 4. Retain copies of receipts and copy of disbursement form for Membership Records Binder.**
- 5. Submit original receipts and disbursement form to Treasurer at next Executive Board meeting, next general membership meeting, or by mail, to receive a reimbursement check for personal expenditures.**

S. Membership Expendables

- 1. Pens**
- 2. Sharpie marker**
- 3. Colored highlighters**
- 4. Binder paper**
- 5. Printer paper**
- 6. Ink cartridges, black**

7. Note pads
8. Name badges, stick-on
9. Registration Forms
10. Membership Cards
11. Membership Flower Pattern
12. Membership Flowers
13. Welcome Letter from REQG President
14. REQG Calendar and Activities
15. REQG Bylaws
16. REQG Standing Rules
17. REQG Standing Committees
18. REQG Special Committees
19. REQG Membership List
20. Show & Tell Information Forms
21. Receipt book
22. Staples
23. Envelopes
24. Stamps
25. Miscellaneous office supplies as needed

T. Membership Permanent/Semi-Permanent Equipment

1. Binders
2. File box, black plastic
3. Stapler
4. Staple removers
5. Punch, 3-hole

U. REQG Biennial Quilt Show Committee

1. Attend quilt show committee meetings as Membership Chair .
2. Provide current REQG Membership Lists as needed to quilt show committee members; for example, Volunteers Chair, Refreshments Chair.

3. **Provide list of quilt guilds and quilt organizations to Publicity Chair.**

V. REQG Biennial Quilt Show

1. **Serve and arrange for Membership Committee members or other guild members to serve at the Guild Table at the quilt show to manage the Membership File Box; register new, renewal) and rejoining guild members; and hand out REQG informational material to interested persons.**

| Month | Activities |
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| September | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate |
| October | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate • Prepare Member Directory, take for printing/photocopying, and pick up • In odd numbered years, prepare labels and list for Quilt Show Raffle committee to be used in ticket distribution to the membership |
| November | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate • Distribute Membership Directories |
| December | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer |

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| | <ul style="list-style-type: none"> • Process attendance records • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate |
| January | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate |
| February | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Pickup mail from post office at least weekly and distribute as appropriate rd meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate |
| March | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate |
| April | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. |

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| | <ul style="list-style-type: none"> • Pickup mail from post office at least weekly and distribute as appropriate |
| May | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate |
| June | <ul style="list-style-type: none"> • Attend Guild meeting with setup and take down of membership table • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Pickup mail from post office at least weekly and distribute as appropriate • Send out Redwood Acres Award Letters |
| July | <ul style="list-style-type: none"> • Pickup mail from post office at least weekly and distribute as appropriate • Process registration forms and deposit, give deposit to Treasurer • Close out current year files and place in storage • In odd numbered years verify Registration box and forms are at guild table for quilt show. Pick up box and registration forms after show. Process forms and deposit. |
| August | <ul style="list-style-type: none"> • Process registration forms and deposit, give deposit to Treasurer • Process attendance records • Attend Board meeting • Prepare newsletter articles and mailing labels. • Pickup mail from post office at least weekly and distribute as appropriate • Send out Humboldt County Fair Award Letters • Send out letters w/ registration form to all business members • Prepare any new member packets needed for the next year replacing the president's letter |

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| | in both old and new packets' as appropriate |
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