

Duties of Membership Chair:

This position has some responsibility AT the meeting, but then has some work that is done at home after the meeting and periodically during the year. There is a 'bag' that holds everything needed. There is a fabric pouch in the bag that has a flashdrive with all the files.

This position requires some tech skills, but they are easily learned:

- Adding/deleting names from the roster (mostly adding), an Excel type document;
- printing to pdf and either uploading to the web site or sending the pdf attachment to the web person to upload.
- adding the new member to the birthday list, either on the web site, or emailing the name and month to the web person.
- Each year updating the renewal and new member forms with the correct year. Upload to web site or send to web person to upload by Nov 30.

At the meetings:

- Provide the sign in sheets for meeting; retain sign in sheets for the year
- Have a cart for members to put the donated food near the membership table
- Have membership forms, pins, cards ready for persons who want to join (make a packet up: membership form, membership pin, membership card, bookmark with social media platforms and email address, etc.) When form is completed and dues paid, the person gets the rest of the packet.
- Give a brief statement at the Business meeting of what our current membership is and if there are new/visiting members at meeting

Additional duties:

- put out the \$ bucket for the food donations on the rolling rack where the food is collected
- At some point in morning, check the expiration dates of food. Discard outdated items and anything in glass. Leave cart with food over on the side of the church with the windows.
- Put out the raffle tickets and bucket for the fat quarters and the BOM. Use different color tickets for each raffle (raffle tickets are stored in the cabinet in the storage room)
- Divide fat quarters into stacks of 8-10 depending on how many collected. When the president indicates, choose someone who didn't participate to pick the winning ticket
- Same with the BOM raffle as far as when to draw. Blocks will be on display board in front; winner gets them all.

After the meeting, at home:

Adding new members to contact list:

- Going into the BQ Gmail and add the new member as a new contact (name and email) and applying the right label; BE SURE TO ADD them to the group "brunswick quilters A-I or J-Z", based on last name. **Be sure to save it.**
- The current BQ gmail password can be gotten from the secretary or the previous membership person.
- Send a welcome email so that it confirms the email goes through. In the welcome email I also include the password to the protected area of the web site.
- Add new member names to birthday list on web site under protected documents or send names to web person to do.
- Retain the renew and new membership forms for the current year.

Money collected at meetings usually include: dues and food donation; these get counted and turned over to the Treasurer!

Generally:

Prior to the new year, in December once the new board is voted on, order membership cards. In past cards have been ordered from Canva.com; there is an account that Lorelei set up with past card design. You would need to go in and change the president name and membership chair name and the year. In 2023, the cost was approx \$30 for 150 cards, matte finish. After the December luncheon, when we start to get renewal money and forms, write the name on the cards. Lay out on table at first meeting in January so people can pick them up. But **ONLY** those who have prepaid dues in December.

First meeting in January:

Most will print the renewal form off web site, but have a stack of renew AND new member forms at the table. Collect money and forms from renews.

New members will get the form to fill out, once you get the money you can give them their pin, card and bookmark.

Same for first meeting in February and March.

During March send emails to those who haven't re-upped to ask if they plan to rejoin

After March 31:

Go through lists and REMOVE any contacts in GMAIL who haven't rejoined

Go through rosters and remove anyone who hasn't rejoined.

Go on the birthday list on the web site and remove names of those who have not rejoined, or send names to the web person to do.

Month to month after that:

Each time a new member joins:

Add to gmail contacts, by last name to Brunswick Quilters A-I or J-Z

Add to roster (Roster is arranged alphabetically by FIRST name)

Save roster in pdf format but **ONLY** the pages that have the contact names; you can upload to web site or send to the web person so they can upload it.

Membership Rosters:

Remove or add members, update contact info, etc. as needed. There is a working document in open office or Microsoft Word; Save/print in pdf format and then upload them to web site under 'protected documents'. Do this each time the rosters are changed. I keep a printed copy of the roster in with membership papers in case I need to access an address etc during a meeting.

Pins:

Membership person is the keeper of the pins. Each new member gets the NC state pin as our guild pin. Reorder when needed, but let the board/treasurer know as they are pricey. Guild pins (200) were last ordered in 2017; if you need to order give yourself enough time to get them ordered before needed. You will need roughly 20-25 per year.

The source of the pins has changed hands. Pin Mart is the best spot but you will need to work with them to get a quote.

www.pinmart.com

Past President pins only get used every time the current President retires.

In November redo the Membership forms for the following year. The files are in a Word type format. You will need to change the year and then save in a PDF format and upload to the web site under JOIN or send to web person to do. You will need that done by Nov 30 so that people will have the renewal form for the December luncheon.

In November, announce at the meeting that the form will be up on the web site for those wishing to renew at the holiday luncheon. Current dues are \$25 for the year (as of 2023).

***There are files that membership should have: working roster documents, membership forms, etc. They should be passed to whoever the new membership person is.