

Responsibilities of Membership Chair

- Maintain membership by adding or deleting members to the roster and email contacts (Excel or Google sheets)
- Collect renewal and/or new membership dues and provide monies to Treasurer
- Provide new members birthdays to web facilitator for upload to website
- Provide current roster to web facilitator each month to upload to the website
- Keep renewal and new membership forms updated with current year. Provide new forms to web facilitator to upload to website by November 30th of current year
- Provide new members with Pin and Bookmark once they have paid dues
- Provide Sign In Sheets for Monthly Meetings
- Provide food donation cart for each meeting/check expiration dates of all donations
- Give brief statement at each Business Meeting on current Membership numbers and

introduce new members

- Responsible for Fat Quarter and Block of the Month Club Raffles
 - Send out welcome emails to new members
 - Order membership cards at end of the year
 - Order new pins when needed
 - Maintain training binder and update as needed
-

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