

2015 Membership Report

MEMBERSHIP CHAIRMAN----DUTIES AND RESPONSIBILITIES January 1, 2016

Before Meeting

Put birthday names for the month on strips of paper in tin for drawing. Have envelope for that month's gift certificate. There are 11 meetings, with 2 separate drawings at the November meeting for November and December birthdays. Have Monthly Report Form printed out and ready to complete for meeting report, Membership regular fee (both for new and renewing members) is \$20. NEW memberships after July 1 will pay only \$10 for the current year. This does not pertain to renewals.

At Meeting

Set out Membership check-in sheets.
Set out Guest sign-in sheet. Have guest tags and marker available.
Set out Show and Share forms and the Volunteer Hours Notebook.
Set out the Piggy Bank, sign and name tags for those who forgot name tags. Collect 25 cents for the forgetful ones.
Have membership applications ready and name cards and rosters for new members.

Giving Report at Meeting

Take with you:
Monthly Report (this has list of birthdays and number of attendees and visitors)
Tin with names of birthday members
Envelope containing \$10 gift certificate.
Guest sign-up sheet.
Membership profiles for any new or renewing member.
Give total number of members and guests attending.
Give new membership total.
Introduce guests.
Introduce any new or renewing members.
Read list of birthday members, then have name drawn for the birthday winner.

After Meeting

Email meeting results to newsletter editor. Include number of members and guests who attended the meeting. Membership total. New members with address, phone, email and whether they want to receive newsletters on email or by snail mail. Next month's birthday list and any corrections to the roster.

August

In August, announce that renewals will be taken starting at the Sept. (or Oct) meeting until the end of December. Make sure the dates on the form are correct and make any changes suggested by the Board.

November

When you send the Nov. report to the newsletter editor be sure to include both Nov. and Dec. Birthdays for inclusion in the newsletter. Have 2 tins for names for the drawing and 2 certificates to award to the winners. At the meeting have strips of paper with numbers of the entire membership for a drawing to win all of the Miss Piggy money for the year. If you want to use Speedy Renewal, put out the sign with directions and the basket for completed forms.

Miscellaneous

Make listing of special interests and skills of members and give to officers and pertinent committee chairmen. On Quilt Show Year, give a listing of NQA members to president

and treasurer if applicable. This will be used to procure our insurance for the quilts for the show. Members paying in cash must get a cash receipt. The receipt number (and check number) is written on their Membership Profile and in the database. Give the member the original receipt copy and the yellow copy goes to the treasurer with the cash. The pink copy is then left in the receipt book for your records. Begin in September to remind officers for their information for next year's roster: V.P for program list, Quilt Show Chairman for Entry Form and show guidelines, Pres. for any standing rules changes, and Bee Keeper for Bee list.

Before January Meeting

Have new rosters for members to pick up. Attach membership card to each roster. Put them in alphabetical order. Get 12 \$10 gift certificates from One Quilt Place which are paid for by the Guild. Be ready for a bunch more renewals!