

Membership Director

The Membership Director is an elected officer of the Guild. The duties and responsibilities of the Membership Director, as designated in the Guild Bylaws, are as follows: *To manage the membership database, collect membership applications and dues, collect guest fees, distribute rosters, organize new member gatherings. The Membership Director shall form and oversee a committee to assist in performing the membership activities. Activities shall include providing information to prospective members and new members, reviewing applications for membership, accepting dues, obtaining and assigning sponsors for new members as needed, assisting with the New Member Gathering, and assisting with the preparation and distribution of membership lists. Further, the Director will compile lists of member volunteer responses, and forward those lists to the appropriate committee chairpersons as requested.*

The Membership Director may select a Co-Director as desired and recruit members to a Membership Committee to help achieve the membership goals of the Guild.

Duties occur throughout the year and include, more specifically, the following:

1. To design membership application and renewal forms
2. To collect membership applications and renewal forms. The membership year begins on January 1. Renewal for the following year may begin as early as the annual Quilt Show so a committee member must be available throughout the show to receive applications and fees. In addition, someone must be available at all regular guild meetings for the same purpose.
3. To prepare and distribute Membership cards to all members. This may be done in person or through the mail if the member supplies a stamped, self-addressed envelope with their renewal application. Each card will contain the annual website password and the unique membership number assigned by the database.
4. To maintain the Membership database. Vital information is collected on the application/renewal form and entered into an EXCEL database. A mailing list of active members is supplied to the Website manager for inclusion on the secured portion of the Guild website.
5. To create and distribute the new member packet. The contents are up to the Membership committee, but usually include a welcome letter, a copy of the Guild by-laws, membership guidelines, information on the new member challenge, and a list of Guild committees.
6. To host the new member gathering held once per year at a time and location selected by the Membership committee.

7. To collect quilts generated from the “New Member Challenge” and to oversee a vote from the Guild membership to determine winners of the challenge. Winning quilts are displayed at the annual quilt show.
8. To supply an annual report to the Guild President on or before April 1. It should include pertinent information on membership statistics, performance to budget, observations, and recommendations for the coming year.
9. To attend all Business and General meetings.

Last Update – April 2024