

# Illinois Prairie Weavers

## Membership Committee Chair Responsibilities

### In General

The Membership Committee Chair is appointed by the President to serve in the role of encouraging membership growth and retention, and tracking membership for good guild administration. There is no term limit.

As a Committee Chair of the Guild, the Membership Chair is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (see job description) and expected to attend and actively participate in those meetings.

The Membership Chair works closely with the Yearbook Chair and the Treasurer in the collecting and tracking of information and dues.

The Membership Chair may seek volunteers to serve as a committee, if this would help with membership responsibilities.

### Specific Duties

Take possession of the membership records from the prior Membership Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Membership Chair to learn specifics about doing the job, or train your successor.

Attend monthly Guild and Board meetings, reporting as Membership Chair and obtaining any input or assistance you need for membership or other matters.

Be attentive to visitors and new members. Draft (or update) a “welcome new member” letter and prepare new member packets to give to them. Suggested enclosures include: welcome cover letter, general information sheets, current yearbook, most recent newsletter, 50-year history, name tag. In the welcome letter, encourage new members to join a study group.

Maintain and print an attendance form for the current year to use for attendance at meetings.

Prepare a form to use for new or renewing members as they are paying their dues. The form should include name, address, telephone and e-mail address. Get copies of the form or their information to the Treasurer and the Yearbook Chair.

Greet at monthly Guild meetings. Sit at the welcoming and sign-in table and greet members and visitors. Find out visitors’ names, and introduce them at the appropriate time during the Guild meeting. Draw other members into welcoming and having conversation with visitors and new members.

Encourage everyone to wear a name tag. Have name tags and pens on hand at the welcome table. Collect the \$.50 "fee" for not wearing one, and give it to the Treasurer.

Take attendance. Report to the Board any noteworthy attendance patterns to assist with planning programs and speakers. Submit the year's attendance records to the Secretary after the June meeting.

Connect new members to others in the guild, such as pointing out study groups in their area, or introducing them to other members who live in their community or have similar weaving interests.

Collect and keep track of members dues as they are paid, providing a written receipt (using duplicate receipt book) for cash payments. Have members complete member forms. Turn dues over to the Treasurer as soon as you have been able to process completely the new member.

Inform other Chairs of new members, such as the Secretary for inclusion in minutes, the E-mail Chair for adding to the e-mail list, or Study Group Reps of a new person in their area or interested in their topic.

Maintain the member database updating it with information for new members or new or changed information for existing members.

Submit membership news (new members and new information for existing members) to the Newsletter Chair for inclusion in newsletters, so members can update their yearbooks. In the summer newsletter, remind members to attend meetings in September and October to pick up their new yearbooks. In the spring newsletter, include the member form for paying dues and remind members that dues are collected at the May and June meetings

Set aside a time at the May and June meetings for collecting dues and member forms for the coming year.

Provide Yearbook Chair with updated database by mid-July. Coordinate with Yearbook Chair about printing labels or writing names on yearbooks before the September meeting.

Get yearbooks from the Yearbook Chair prior to the September meeting. Write names on one for each member who has paid annual dues.

Hand out yearbooks at the September and October meetings. Any not collected are mailed out in November to members who have paid dues.

Follow up with non renewing members to encourage membership retention and continued relationship with the guild. Report at Board meetings so other guild leaders are aware of membership changes.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's membership responsibilities to the Treasurer by March to be included in next year's budget.

Make a written summary report to the Executive Committee in June.

Update this job description (and any checklists) for any updates you can recommend (Documents Chair) to improve or clarify them for future volunteers recruited.

Keep good records and train your successor.

#### Estimated Time Commitment

- ~ 1 hour monthly setting up and record keeping
- ~ 5 hours annually updating database, new member letters and packets, job description, communications, etc.
- ~ Plus time at Guild and Board meetings

(November 2017 - Barbara H.)