

Prairie Star Quilters Guild  
Position Description

**Membership Chair**

**Purpose:**

The incumbent maintains the Guild's membership records, collects annual dues, enrolls new members, orders membership badges as needed, and at monthly meetings, collects guest fees

**Term and Qualifications:**

Elected for a one-year term. There is no limit on the number of terms.

**Major Responsibilities:**

1. Serves as a member of the Board of Director and attends board meetings or submits a report.
2. At monthly meetings, sets up a table near the door with an alphabetic list of members names to facilitate sign-ins. Collects guest fees. Counts attendance just before break. Introduces new members and guests.
3. Prepares new member handbooks containing the following: Welcome letter, current membership list, copies of by-laws and policies, list of Bees, and other general information as appropriate. If possible, locates and assigns a "buddy" to each new member to help answer questions and facilitate introductions.
4. Writes a message for the monthly newsletter that contains new membership information, reminders, and a birthday list for the upcoming month (names and dates). Provides a list of members without computer access to newsletter chair so that the newsletters can be mailed.
5. Updates membership spreadsheet monthly (includes additions and/or changes to membership information). Sends New Member information as needed to president, webmaster, and librarians.
6. Places order for member badges as needed.
7. Creates a membership directory in soft-copy format to be distributed to Guild members at the end of July, with an updated list to be distributed at the end of January.
8. Maintains a supply of guest and new member forms. Brings forms, as well as pens, stapler, scratch paper, and a small supply of petty cash to monthly meetings.
9. Completes appropriate form to pass along money collected at each meeting to Guild Treasurer.

10. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
11. Annually reviews position description and recommends changes as needed to the Board.