

## Membership

- Maintain the membership card index file, both active and inactive.
- Purge inactive members from the card file on January 31<sup>st</sup> of each year.
- Create a member card for each new member.
- Accept membership renewals and new member applications beginning on November 1<sup>st</sup> for the upcoming year.
- Maintain a member file starting on November 1<sup>st</sup> for the upcoming year.
- Prepare New Member Folders.
- Each January prepare the current list of Officers and Committee Chairs and update as needed throughout the year. Update and maintain the other forms that are used in the new member folders, i.e., Welcome form letter, personal welcome letter from the membership chair, Guild Policy form, Guild By-Laws form. Other forms used in the new member folders would include AQS membership forms and member roster.
- Maintain a supply of copies of Guild forms as needed to keep a number of new member folders on hand ready to be given out at the Guild meetings.
- Make out and distribute membership cards to renewing members.
- Maintain computer files for current and past member Lists.
- Compile, print and distribute member rosters at the February Guild meeting.
- Update the member roster on a monthly basis.
- Publish new member names in the newsletter.
- Create a report each month of monies received during the month and at the monthly meeting for new member applications, renewal applications, and guest fees. This report along with the cash and checks will be given to the treasurer at the following Guild meeting.
- Maintain a list of volunteers for the membership committee. This committee helps the membership chair by checking members in at the monthly meeting and handing out member materials, i.e., membership cards, new member folders, pins, or other miscellaneous materials.
- Print member lists to be used for check-in and pick-up at the door at the monthly Guild meeting.
- Arrive at the monthly meeting early to set up check-in table.
- Collect fees at the Guild meeting for new member applications, renewal applications, name badge pin orders, and guest fees.
- At the meeting, announce the current membership total, the total number of members attending that particular meeting with a count of new members, renewing members and guests for that meeting.

- Maintain a computer file for members who are receiving newsletters in the mail.
- On a monthly basis, mail-out newsletters to members that pay to have them mailed as well as the advertisers listed in the newsletter.