



Starlight Quilters Guild Policies and Procedures

Membership Coordinator

Description of Role –

Manage the membership of the Starlight Quilters Guild

Annual Responsibilities –

Maintain a **shared excel** file list of all current members. This list will include name, email, phone, and address.

Collect annual dues for all members. Amount of dues to be determined during budgeting process.

Maintain a member's sign-in list.

Collect a Visitor's Sign-in sheet, collecting name, email and phone.

Follow-up with visitors either by phone or email, inviting visitor to join the Guild.

Maintain an information sheet to be given to new members.

Communicate via email or phone with new members, welcoming them to the Guild.

Create a paper directory for all members, after annual membership renewal. (Usually in June)

Responsibilities at Guild Meetings –

Welcome new members, collect membership information.

Collect any dues.

Welcome visitors, collect visitor information.

Responsibilities to the Board of Directors -

Provide monthly membership update to Treasurer.

Provide an update of activities to the Treasurer one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for your committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Encourage membership renewal in newsletter during renewal months.

Report current membership numbers in newsletter monthly.

Maintain the membership webpage with the Website Coordinator.