

Membership Chair				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
1	1 year	None	NO	11/2017

Purpose

The Membership Chair is responsible for collecting membership registrations, maintaining a master list of LQG members, and accepting guest admission fees.

Process for Adding New Members

One (1) Membership Chair should be appointed each year. The appointment is made by the LQG President, with suggestions made by the current Membership Chair. Ideally, the incoming Membership Chair will work alongside the current Chair during the final months of the LQG year, such as September, October, and November.

Requirements

The Membership Chair needs access to a computer with Microsoft Word and Excel or OpenOffice. The Membership Chair must know how to use these programs. The Digital Media Chair is available to help if needed.

Duties – At Each Meeting

1. The Membership Chair is expected to arrive 45-60 minutes prior to the start of each LQG meeting. During that time, the Membership Chair is at the Membership table in the lobby. The Chair provides an up-to-date sign-in sheet for current members, accepts completed membership forms and dues from new members, and accept guest admission fees.

Duties – Each Month

1. The Membership Chair is expected to arrive 45-60 minutes prior to the start of each LQG meeting. During that time, the Membership Chair is at the Membership table in the lobby. The Chair provides an up-to-date sign-in sheet for current members, accepts completed membership forms and dues from new members, and accept guest admission fees.
2. Each month, monies collected are given to the Treasurer for deposit. The deposit should be accompanied by an Excel file clearly listing all monies received, including membership dues and guest admissions.
3. The Membership Chair maintains an accurate and current list of LQG members including members' names, addresses, email addresses, and phone numbers. The list in the Microsoft Excel file should be updated at least once a month. The updated list should be provided to the Website Manager.

Duties – Accepting NEW memberships

1. Prior to each Guild meeting, the Membership Chair will have printed membership forms available for individuals who wish to join Lincoln Quilters Guild. Membership is \$50.00 annually. Anyone who joins LQG as a member between July 1 and the November meeting of the current Guild year pays \$25.00.
2. Just prior to the start of each LQG meeting, the Membership Chair should inform the President of the number of new LQG members who joined that night. Also, the President should be told how many paying guests are in attendance at that night's meeting.
3. When a new member joins LQG, the Membership Chair records the member's name, amount paid, and the month/year paid on the Microsoft Excel master list.

*Enjoy your work on this committee. Your enthusiasm carries over to others!
Thank you for serving Lincoln Quilters Guild!*

Duties – Renewal for EXISTING members

2. In September of the current Guild year, the Membership Chair should begin accepting dues/renewals for the next Guild year. If at all possible, the Membership Chair for the next guild year should assist with this process.
3. In August of the current Guild year, the Membership Chair should remind the Digital Media Committee Chair that annual dues renewal will be happening soon. The Digital Media Committee Chair is responsible for all electronic communications about the LQG membership renewal process. The Digital Media Committee Chair will ensure that information about joining LQG or renewing LQG membership is posted on the LQG website, on the LQG Facebook Page, and in LQG email blasts. Individuals will be informed of the following:
 - C. Membership in LQG is \$50 annually, with an Early Bird Special of \$10.00 off when submitted or postmarked by December 31.
 - D. Individuals may join LQG or renew their LQG membership via the following methods:
 1. Register and pay online at the LQG website.
 2. Access a membership form online (via email or the LQG website). Complete the online membership form and print it out. Place the completed membership form and dues payment in an envelope and submit one of the two following ways:
 - a. Turn in the envelope at a meeting of LQG in September, October, or November.
 - b. Send the envelope via US Mail to: **LQG, PO Box 6861, Lincoln, NE 68506.**
3. The Membership Chair processes all dues, renewals, and guest fees paid during their term as Chair.
4. The Membership Chair for the current Guild year will assist with the transition of duties, electronic files, paper files, etc. to the Membership Chair for the next Guild year.
5. After all memberships/renewals submitted by December 31 have been recorded and processed, the Membership Chair must update the list of members – ensuring that all information is accurate, including members' names, addresses, email address, and phone numbers. This list should be provided to the Website Manager on or before January 15.
6. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
7. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

*Enjoy your work on this committee. Your enthusiasm carries over to others!
Thank you for serving Lincoln Quilters Guild!*