

New Members Group				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
Varies	2-3 years	Varies	NO	11/2017

Purpose

The New Member Committee welcomes and educates new members of the guild and serves as a liaison to the guild's leadership and the general membership. The committee also promotes and encourages the participation of new members in the guild's activities and projects, primarily by coordinating a "New Member Group".

Process for Adding New Members

The Chair is selected/appointed by the LQG President. The LQG President may select/appoint additional committee members as needed. Ideally, terms of committee members should overlap to ensure at least one committee member is in their second or third year and at least one member of the committee should be a "seasoned" LQG member or a new member who has already participated in the New Member Group for at least one year. NOTE: The Chair and other members of the Committee coordinate the activities of the New Member Group and may solicit input from participants of the New Member Group. However, participants of the New Member Group are not considered members of the New Member Committee.

Participation of New Guild Members (New Member Group)

As noted above, the New Member Group is coordinated by the New Member Committee. The majority of LQG's other programs/activities are open to all who wish to participate. However, the activities organized by the New Member Committee are specifically intended for members who are new to LQG. Thus, new LQG members may be a participant of the New Member Group and participate in its meetings, activities and projects for a period of three consecutive years. This time frame should give new members adequate time and opportunity to become familiar with the guild's leadership, the projects and activities of the guild, and other guild members. Participants will automatically be removed from the New Member Group once they've been an LQG member for three years, but they may also opt out of the New Member Group at any time.

Duties of Participants in the New Member Group

1. None. Individuals in the New Members Group may participate in as many or as few activities as they choose.

Duties of Committee Members and Chair

1. The Chair organizes planning meetings of the Committee as needed, with the first meeting typically occurring in December or January so plans can be made for the upcoming year. Although there is no required schedule, it is recommended that the Committee plan approximately one activity per month for the New Member Group during the regular Guild meeting year (March-November). Activities of the New Member Group typically include monthly New Member "regular" meetings, with a few New Member Field Trips either in addition to, or instead of, the New Member regular meetings.
2. The Chair coordinates with the rest of the committee to ensure someone can arrive at each of the regular guild meetings 45-60 minutes before the meeting to staff the New Members table. Staffing the table includes laying out pertinent materials, providing nametags, and being present to provide information about Lincoln Quilters Guild.
3. The Committee will choose a method for communicating with participants of the New Member Group. This includes staffing the New Members table but also involves phone calls, emails, or mailings via US mail. A list of names/contact information of eligible LQG members can be obtained from the Membership Chair. Communication about the New Member Group

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- may also include announcements at regular LQG meetings and/or information on the website or sent through LQG's mass email system (contact the LQG President for the policies and procedures related to these methods of communication).
4. For the New Member regular meetings, the Committee will need to plan in advance and secure a location for the meetings. Although not required, the Committee may choose to hold the meetings at a location that allows participants to gather before the regular New Member Group meeting to have dinner together (at their option and at their cost).
 5. For the New Member regular meetings, the Committee is encouraged to plan an ice-breaker, game, or speaker to help encourage interaction amongst the participants. Show and Tell is also encouraged during the New Member meetings.
 6. Although not required, the Committee is encouraged to organize a New Member Project that involves one or more other LQG groups. For instance, the project could involve participants making blocks for a "Quilts of Valor" quilt and participating in one of the sewing workshops of the Quilts of Valor Committee.
 7. Most of the meetings and activities of the New Member Group are planned with no cost to the Guild or the participants. Occasionally an activity will require an admission fee or similar cost, and the participants are expected to pay for themselves. However, the Guild has typically budgeted a small amount of funding for the Committee to use for postage, small supplies, etc. The Committee should contact the LQG Treasurer to find out their budget for the year and should let the Treasurer know if the Committee feels the budget should be adjusted for the following year.
 8. At the conclusion of the Guild year, the Chair should write a final report about the Committee's activities to be given to the next year's Chair. The report should include the following items:
 - a. A schedule of the New Member Group regular meetings, including date, location, and the attendance count at each meeting.
 - b. A copy of the agenda for each New Member Group meeting.
 - c. A schedule of all other activities of the New Member Group, including date, location, the attendance count for each activity, and a description of the activity.
 9. Members of the New Member Committee 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.
 10. When appropriate, the Chair should submit any proposed changes to this New Member 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.

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