Specific Duties / Processes for the Membership Chair & Committee

(Maintained as a separate document in DROPBOX and used as a process document to follow by members of the committee.
These processes may change at the committee's direction)

Prior to the Guild Meeting

1. Makes sure that membership forms and cards, and guest registration sheet are available at each regular guild meeting.

2. Makes sure that the membership check in sheet is printed for each regular guild meeting and placed on the Member Check-in Table in the lobby for member self-check in. The check in sheet/s should be kept for the duration of guild year (in case a quorum vote at a meeting is ever contested) and then destroyed at the conclusion of the guild year.

3. Processes all new and renewal membership forms.
    a. Collects and completes an LQG Money Collection Form for money received for membership dues. The completed form and the dues payments are given to the Treasurer to deposit in the guild's checking account.
    b. Note: A member may include a donation amount when paying their membership dues. The dues amount and the donation amount should be noted on the master membership list as well as noted on the LQG Money Collection Form that is given to the guild Treasurer.
    c. Note: Use separate LQG Money Collection Forms for membership dues and guest fees. They should not be comingled on the same form.
    d. Money Collection Forms and money are given to the Treasurer for deposit at each regular guild meeting; however, if this is not possible due to the volume of memberships to process, other arrangements should be made with the Treasurer. This usually occurs during the membership renewal months (September – November).

4. Prior to the start of each regular guild meeting, provide the LQG President with the names of <u>new</u> members joining the guild that evening. The President will introduce new members at the beginning of the meeting and will have them stand for recognition.

5. Prior to the start of each regular guild meeting, provide the LQG President with the number of guests attending the meeting. The President may not introduce each guest by name but will ask them to stand.

6. Provide copy of membership announcements and/or information when necessary to the LQG Secretary to include in electronic communications to the LQG membership.

Administrative – Membership Roster

1. Maintain accurate and up-to-date master membership roster on an Excel spreadsheet every month. The roster should include each member's name, mailing address, home and cell phone numbers, email address, amount paid, how paid (cash or check), check number and date paid. The roster should be updated no later than the week following regular guild meetings.
    a. Note: The master membership roster includes the names and addresses of all living LQG Life Members regardless if they have paid dues or not.

2. Member contact information is not to be sold to, shared with, or traded to any third party by the LQG or any of its members. It is only used for LQG membership purposes and to communicate LQG newsletters, bulletins and/or special announcements.

3. Maintain the list of all living LQG Life Members (name, email address, mailing address, phone number). Do not confuse this list with the Life Member listing in the LQG Membership Book posted on the website. Life members receive the same considerations that paid members receive. Deceased life members are removed from the list.

4. By the end of the March meeting, send (via email attachment) a copy of the updated membership roster to the LQG webmaster to post on the LQG website in a PDF format. If new members are added after a guild meeting, the membership roster will be updated and sent to the LQG Webmaster. The roster should contain the following member information: Member Name, Email Address, Mailing Address, Home Phone Number, Cell Phone Number.

5. Upon notification of a change in a member's name or contact information (mailing address, phone number or email address), update the information on the member's membership form (kept in the membership notebook), and update the master membership spreadsheet (Excel) accordingly , and send to the LQG webmaster for posting to the website. If the change of contact information includes an email address, you are responsible for forwarding the member's name and updated email address to the LQG webmaster. The webmaster is responsible for updating the electronic Mailchimp list.

Prior to the membership renewal months in September of each year:

1. Submit an announcement (in writing) to the LQG President-Elect to make during the guild meeting. The announcement includes the renewal period start (September guild meeting), where to get a membership form, how much dues are, where to submit the membership forms and dues payment, as well as any other pertinent information regarding membership renewal.

2. Update and print a quantity of the membership form and card for the next guild year.

3. Review the membership information posted on the LQG website. Edit the information as needed for membership renewal and submit it to the LQG Webmaster for posting.

4. Provide updated membership form to the LQG Webmaster to post to the LQG website

5. At membership renewal time:
    a. Provide copy of the membership renewal information to the LQG President to include in the guild's electronic newsletters (monthly bulletins, announcements, "Plain Print", etc.).
    b. Communicate and provide renewal information to the person responsible for making posts on the guild's Facebook page.

6. Communicate with the President or President-elect the number of tables (2-3 extra) needed in the lobby area during membership renewal months.

7. Keep the LQG President notified of any issues as it relates to LQG membership.

8. Submit proposed changes to the LQG President for LQG Board consideration. This includes suggested changes to the Membership Committee Chair and Committee Member responsibilities. Only the LQG Board has the authority to revise Committee and Chair responsibilities, including purpose, process, and adding new/additional committee members.

9. Fulfill duties and tasks as requested by the LQG President and/or the LQG Board.

Outgoing Membership Chair Duties

A Membership Committee Chair is appointed bi-annually by the LQG President. Ideally, the incoming Membership Chair should work alongside the current Membership Chair during the last three months (September, October, and November) of the guild year if possible.
The outgoing Membership Chair assists with the transition of duties, electronic files, paper files, membership supplies, etc., to the incoming 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.

Additional information to help you perform your role, and orient other committee members.

Guild Year: The guild year begins December 1, of each year and ends November 30 the following year.

The regular meetings of the guild are held at Sheridan Lutheran Church 6955 Old Cheney Rd. in the Great Room the second Monday of the month in the months of March, April, May, June, July, August, September, October, and November unless otherwise announced by the President or the LQG Board.

Dues - Annual dues are $50; however, there is with an early bird rate of $40 for new and renewal paid memberships received between September 1 and December 31 (if mailed, must be postmarked on or before December 31). Individuals joining the guild or renewing between July 1 and November 30, pay a pro-rated amount of $25 for that guild year.

Individuals can join or renew memberships by completing a membership form and paying dues annually (via cash or check). Membership forms can be obtained on the LQG website, at the Membership table at guild meetings, or provided in an LQG electronic communication. Members need to PRINT their information and sign their membership form which means the member agrees with the following statement (printed on the membership form), “As a public organization, the Lincoln Quilters Guild reserves the right to take and use photos taken at a guild event for promotional and other guild purposes.” The member signature also complies that the member agrees that the guild can use their email address to send electronic communications to them as it pertains to guild business.

Dues can be paid at a guild meeting September through November or can be mailed to the guild’s post office box (PO Box 6861, 68506). If mailed, it must be postmarked on or before December 31, to receive the early bird rate.

LQG Life Members are not required to complete a membership form or pay annual dues; however, some members choose to. Process them the same way that you do a regular member of the guild; however, if they pay after the early bird cutoff date (after December 31), they would not be assessed the full $50 rate.

Guest Fees - Guest fees for non-members are $5 for the first time and $15 for each subsequent time. There may be special instances when a guest is not required to pay; however, you will be notified by the President or Vice Presidents of Programs, on those occasions. Guests are to sign the “Guest Registration” log. The guest registration log should record their name, email address, mailing address (optional) and date of attendance. The guest registration log should be kept in chronological order by date. If a paid guest decides to join the guild at the conclusion that meeting, the amount the guest paid to attend the meeting is deducted from the amount owed for dues.

Membership Committee Equipment, Supplies

Equipment: The Membership Chair needs access to a personal computer and have a working knowledge of Microsoft Word and Excel software programs.

Supplies: You will be supplied with cardstock (for membership card printing), a 3-ring notebook to hold the membership forms, a three-hole punch, staplers, staples, pens and other general office supplies as needed from the guild. Any supplies purchased to fulfill the duties of the membership committee and/or the chair are reimbursed by the guild. For the Committee Chair to receive reimbursement for membership expenses, the chair needs to complete and submit an LQG Expense Reimbursement form (with copies of receipts attached) to the LQG President for approval and payment. For Committee Members to be reimbursed for expenses, they need to complete and submit an LQG Expense Reimbursement form (with copies of receipts attached) to the Committee Chair for approval and payment. Once the reimbursement form has been signed by the appropriate approved signer, the reimbursement form is submitted to the LQG Treasurer-elect for payment.