New Members Group

# Members	Co-Leader Term	Meetings/Year	Required by	Last Updated
Vary	1-3 Years	Varies	Bylaws NO	5/2026

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 (NMG).

Process for Adding New Members

Co-Leaders of the New Member Committee may be appointed by the President of LQG or may volunteer to serve. Terms of the co-leads should permit that at least one member is in the second or third year of the term and another in the first or second year of the term to promote a smooth overlap and handoff of the role and activities of this committee. The co-leads coordinate the activities of this group and may seek input from the NMG members, although these members are not considered members of the committee.

Participation of New Guild Members

The majority of LQG's programs and 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. New Members may be a participant of the NMG and participate in these activities for 3 years. After this time, new members are encouraged to leave the NMG so that this group remains a smaller and more intimate group of new members.

Duties of the Participants in the New Member Group

Individuals in the New Member Group may participate in as many or as few activities as they choose.

Duties of Committee Co-Leads

1. Ideally the committee consists of two persons who serve as co-leads of this group. The co-leads organize the meetings and secure locations for the NMG as needed. The use of icebreakers and show and tell activities is encouraged. It is recommended that the NMG meets approximately once per month and may include field trips in addition to regular meetings.

2. The co-leads coordinate with the membership committee so that one person is at the sign in table each Guild meeting to welcome new guests and to share information about the NMG.
3. The Co-leads determines the best method to communicate with the NMG about upcoming meetings and events of this group.
4. Although not required, the Co-leads may choose to organize and carry out a New Member Project that may involve one or more other LQG projects, such as Quilts of Valor (QOV) or Cuddle Quilts.
5. This committee co-leads may request to have a small budget to help with costs of this committee.
6. At the conclusion of the year, the co-leads will write a final report that is provided to the LQG President and the Co-Leads for the next year. This report should include the schedule of past year's events, dates, locations, attendance and activities.
7. Co-leads of the New Member Committee have the authority to make decisions for this committee and may seek advisement from the President or Board of LQG.
8. When appropriate, the co-leads may 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.