

Concord Piecemakers Job Description

Membership

1. The membership chair should be knowledgeable and have **access to a PC and Excel** since all record keeping (member address info, attendance, and photo release signoffs) is maintained on Excel worksheets.
2. The membership chair should attend every guild meeting. **Meeting responsibilities** include greeting members, providing check-in forms (printed from form maintained in Excel) for attendance, providing guest sign-in sheet, and distributing any badges or membership cards that haven't been picked up (highlighting the names on the check-in sheet helps). Let the President know if there are any guests or new members to welcome to the meeting. The total meeting attendance should be emailed to the President after each meeting. The attendance should be maintained in the appropriate Excel attendance workbook.

Fees to collect: The first visit for a guest is free. A \$5 fee should be collected for subsequent visits. Associate members who attend a meeting are charged \$5 and should also sign in on the guest sheet since they are not included on the membership check-in sheets.

New members joining mid-year (between Feb 1 and May 31 are charged \$15 membership fee).

3. The membership chair should **email each guest** who attends guild meetings thanking them for attending the meeting and indicate to them where our guild website may be found that includes all info about our guild, including the membership form.
4. Timely **retrieval of mail from the Guild's PO Box** will be handled by the Membership Chair.
5. Prepares and processes membership forms. The **membership drive** should be begin by including a blurb in the April newsletter as well as request a copy of the membership renewal form to go out with the April newsletter. Encourage renewals to be mailed to the CPM PO Box. Collect renewals at the April, May and June guild meetings. On each member's renewal form write the check number (or designate "cash") and the date of renewal. Be sure the photo release has been indicated along with the signature. Provide blank forms at these meetings since they will be needed. A form must be filled out by every member.

Maintain separate spreadsheets for returning and new members. These spreadsheets will include the member names, addresses, phone numbers, and email addresses. Indicate those members who are associate members as well as the photo release status for each member.

Money collected should be deposited in the appropriate bank account using the supplied deposit slips. Stamp each check with the stamp provided by the treasurer. Email the treasurer when making deposits with the total \$ amount being deposited.

NOTE: one method used to keep track of renewals was to make a copy of the current membership spreadsheet and name the file 'xxx Membership Drive' where the xxx represents the year. Name the tab of this worksheet 'Not Yet Renewed'. Then create a second worksheet with just the same columns (no lines) and name the tab "xxx Membership". Create a 3rd worksheet similar to the second except label the tab "New Members". As a member renews "cut" their line of information from the "Not Yet Renewed" workbook and "paste" it into the "xxx Membership" workbook. Be sure to compare the member's information with what was provided on this renewal form and make any necessary corrections. New members should have their info included on the "xxx Membership" worksheet and "New Members" worksheets.

6. **Contact any members who have not renewed** their membership by June 1st to inform them of their pending membership cancellation. This should be done in writing and mailed to their homes along with a blank membership form.
7. In the summer, at a date chosen by the **Yearbook** person, if different than the membership chair, send the updated membership list for the next season which includes the renewed members as well as the new members. Also send a list of Associate members. This will be the list used to generate the Yearbook so this should be done as late as possible in August. This complete list of members should be supplied to the web chair to update the CPM distribution lists for newsletters. To preserve members' privacy, dispose of old yearbooks and member registration forms by shredding. Encourage the guild members to destroy their old yearbooks or bring them to a meeting so they may be shredded.
8. Send each **new member a welcoming email** letter attaching the New Member's Info document. Encourage them to ask you (or call you with) any questions they may have. Participate with the Board in activities that will aid in welcoming new members. Most recently have held a New Member's Dinner prior to the October meeting where each new member was formally invited by mail to the dinner.
9. **New member address info** should be sent to the web chair so they may be added to the email distribution list. Also, any changes during the year should be sent to the web chair so their email distribution list can be modified. Update the check-in form as new members join. On years when the membership limit of 165 is reached, keep a waiting list of potential members to be contacted when space becomes available.
10. Write a **blurb for the newsletter** each month – include new members' names. Member's info other than name should never be included in the newsletter. Instead email the group using the CPM distribution with the new member's contact info or an old member's change in contact information.
11. Print **name badges** for new members and put a sticker on the face of the plastic badge holder to indicate they are new members.
12. **Membership cards** are issued each year and are a commercially printed card where the member's name is written in and the membership year is indicated. The membership chair may either have a stamp made with their name to be used for stamping these cards or sign their name by hand. These may either be distributed as a member renews or at the September meeting.
13. By the May meeting, write a short **end-of-the-year report** and submit it to the secretary who will compile the reports for the historian.
14. Pass **photo release** information to historian and webmaster.
15. The Membership chair is a member of the board and should therefore **attend all Board meetings**.

Important dates:

April – start renewal process

May – submit end of year report

June 1st – contact in writing those members who haven't renewed their membership

August – send new membership information to the yearbook person and newsletter person

Sept meeting – distribute new yearbooks and collect old yearbooks for shredding.

Miscellaneous:

The membership list is not for commercial use. Do not give membership list out to anyone who is not a member of the guild. Do not give permission to a member to do a mass mailing using the membership list for anything other than guild business.

April 2015