

Concord Piecemakers Job Description Membership

The Membership Chair is responsible for maintaining the membership list, greeting members and guests at guild meetings, and tracking attendance.

1. The Membership chair is a member of the board and attends all Board meetings.
2. The membership chair, or a designee, attends every guild meeting.
3. The membership chair emails each guest and new member who attends guild meetings.
4. Membership Chair prepares and processes membership forms.
5. Write a paragraph for the newsletter each month
6. Print name badges for new members.
7. By the end of the guild year, write a short end-of-the-year report and submit it to the secretary for compilation.

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1. The membership chair needs to be knowledgeable about, and have access to, a computer with Word and Excel since all record keeping (member address info and attendance) is maintained on Excel worksheets.
2. The membership chair, or a designee, attends 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, Vice President, and Programs after each meeting. A running list of attendance will be maintained in the appropriate Excel attendance workbook.
3. Fees to collect: The first visit for a guest is free. A fee is collected for subsequent visits. Associate members who attend a meeting are charged the same amount as the visitor fee 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 one-half the yearly membership fee.
4. The membership chair emails 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.
5. Membership Chair prepares and processes membership forms. The membership drive begins by including a blurb in the April newsletter as well as 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. Provide blank forms at these meetings since they will be needed. A form must be filled out by every member.
6. Maintain spreadsheet for returning and new members. This spreadsheet will include the member names, addresses, phone numbers, and email addresses. Indicate those members who are associate members.
7. Collect interests from the membership form in an Excel sheet.
8. Email any members who have not renewed their membership by June 1st to inform them of their pending membership cancellation.
9. In the summer, at a date chosen by the Membership Book 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

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send a list of Associate members. This will be the list used to generate the Membership Book so this should be done as late as possible in August. This complete list of members can be supplied to the web chair to update the CPM distribution lists for newsletters or the membership chair can do this

10. 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 we have held a New Member's Dessert where each new member was formally invited by email to the dessert.
11. New member email addresses or changed email addresses are maintained in the email distribution list. 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.

Note: The membership list is not for commercial use. Do not give the 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.

12. Write a paragraph for the newsletter each month – include new members' names. Member's info other than name and town is never 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.
13. Print name badges for new members.
14. 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.
15. By the end of the guild year, write a short end-of-the-year report and submit it to the secretary for compilation.
16. In June, run a raffle for a free year of membership for those who have joined or renewed prior to or at the May meeting.
17. The Membership chair is a member of the board and attends all Board meetings.

Important dates:

April – start renewal process

June – submit end of year report

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

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

Sept meeting – distribute new membership books.