

**PRAIRIE QUILT GUILD  
WICHITA KANSAS JOB  
DESCRIPTION  
MEMBERSHIP CHAIR**

Article IX, Section 1A states that the "duties shall be: 1. Collect and record all dues; turn money over to the Treasurer. 2. Maintain a roster of all members. 3. Keep an "Interest Profile" on Guild members and compile list of volunteers for committee chairs from information on the profile sheets. 4. Print a membership directory."

The Membership Chair's responsibilities include the following:

- To review job description
- To review former reports
- Download and review all Board Meeting minutes.
- To form a committee to review/proof the inputted data
- To attend all board and general membership meetings
- To sign and print membership cards by the first month of the fiscal year
- To make announcements at guild meetings and through the newsletter regarding membership renewal
- To update the profile sheet master as needed
- To provide profile sheet to Newsletter Chair to include in the August newsletter
- To print and maintain a supply of profile sheets for new members
- -To compile and keep current a volunteer list from the profile sheets to be made available to the President and appointed chairs as needed
- To collect membership dues (**when accompanied by a completed profile sheet**) and provide a receipt for dues paid in cash (canceled checks serve as receipts for dues paid by check)
- To give all monies to Treasurer and a printed list of members and their method of payment – cash/check #, Specify that it is membership dues and receive a receipt.
- To distribute membership cards at meetings or by return mail when a SASE is provided
- To provide the President and Newsletter Chair with names, addresses, phone numbers, and e-mail address, of new members as additions occur; and of changes/corrections of existing members when received
- To print the membership directory including:  
Names, addresses, phone numbers, e-mail addresses, birthday of members; Bylaws, Current PQG Board of Directors, Appointed Committee Chairs, and Nominating Committee members; Past PQG Presidents and terms of office; A Guide to PQG Committees and Activities; PQG Workshop Policy; An Open Letter to New PQG Members; PQG History; list of members who appliqué, piece, repair or quilt for hire; and a list of PQG newsletter advertisers
- To distribute, at the February general meeting, the new membership directory, (if member has paid to have their directory mailed to them (a \$3.00 fee is due when submitting a profile sheet) it is the responsibility of this chair to mail them. (200 copies are needed for bulk mailing)
- To submit to the Newsletter Chair a listing of additions, and corrections each month

## **JOB DESCRIPTION MEMBERSHIP CHAIR**

- To submit a written budget request to the Finance Committee for directories, profile sheets and membership cards
- To be accountable for Membership Notebook, monies received and expenses incurred
- To write a report at the end of term of office
  - Membership report should include: Number of members, new and old;
  - Number of membership cards printed and art work;
  - Bids submitted for printing of membership cards and directory if requested;
  - Number of Membership Directories printed;
  - Number of Membership Directories remaining at end of term;
  - Timeline for completion of tasks concerning printing, etc
  - Itemized income and/or expenses incurred
- To submit copy of end of term report to the President, and the Membership Notebook
- To return Membership Notebook and files intact to the President at end of term or when requested

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**

**Any deviation in policy requires Board of Directors approval.**

PQG BOD JOB DESC  
MS WORD: 8/95; Revised 9/97,9/99, 8/2005; Revised 2011