

**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
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