

Membership Committee

The Vice President oversees the Membership Committee.

The Membership Committee:

- Staffs the membership desk at the meetings;
- Ensures members and guests sign in. Sign in sheets should be separate for members and guests and should be maintained for the guild year;
- Ensures visitors and new members are introduced to the Guild Friends Committee Chair for assignment to a member and introduction at the meeting;
- Receives the completed application form and a check for dues from the new member;
- Accounts for any dues money, completes an Income Voucher per the Financial Procedures and remits monies to the Treasurer;
- Sends an email shortly after the meeting to the following people giving them the full information about new members:
 - President
 - Vice President
 - Guild Friends Chair
 - Member who updates directory (Directory and Newsletter Chair may be the same person)
 - Newsletter Chair
 - Member who prepares name tags
- Prepares and maintains a new member folder and ensures the new member receives one immediately upon joining;
- Adds new member's information to the Guild Directory and provides an updated directory to the president and vice president as soon as possible.
- Gives new member's information to the guild directory chair including pictures if possible;
- Gives list of volunteers for committees of new or returning members to the President;
- Reports at the meeting, the number of members present, number of guests present and number of new members joining that day;
- Approximately two months prior to the end of the guild year, notifies members it is time for membership renewal and that membership dues are owed, receives those dues along with an updated membership form and remits dues money to the Treasurer appropriately;
- Keeps the Vice President informed at the end of the year about those members who may be or are delinquent;
- At the end of May, ensures that members who pay dues late include the late fee;
- At the end of June, ensures delinquent members are deleted from the membership list and notifies the Vice President and the Newsletter/Directory Editor of those deleted.

Committee expenses and committee income must follow the Financial Procedures Policy of the Guild.

Guild Friends Procedures

One of the three tenets of Maye River Quilters is to make guests and new members feel welcome. The Vice President is responsible for acting as the “hostess” for the guild. She oversees two committees - Guild Friends and Membership - and is responsible to ensure both new members and visitors are properly greeted, introduced and welcomed into the guild.

Membership is responsible to greet people when they enter, determine if they are a member or a visitor and ensure they have a nametag. Membership is responsible to hand off new members and visitors attending for the first time to the Guild Friends Chair. The Membership Chair has additional duties as outlined in the Membership Procedures.

Guild Friends is the hospitality face of the guild and is responsible for greeting visitors and pairing them up with a current MRQ member. The Guild Friends Chair issues and maintains the Visitor Information forms and ensures the Vice President is notified of those visitors who did not join.

- **Visitors.** When a visitor attends a meeting, the Guild Friends Chair assigns an MRQ member to one or more of the visitors. All MRQ members are expected to assist the Guild Friends chair in making visitors feel welcome. Some members are excused from this duty such as officers and any committee chairs who are required to perform other duties at the beginning of the meeting. Once assigned a visitor, members should get to know a little about the visitor (example: how did you hear about us, where are you originally from and where do you currently live, how long have you been quilting, are you interested in becoming a member or just checking us out, do you have a favorite quilt block, what are you looking for in a guild) and stay with them during the social hour of the meeting. The member will also invite the guest to sit with them and will introduce the visitor during the welcoming/introduction part of the meeting.
- **New Members.** The Guild Friends Chair will also assign an MRQ member to any visitors who have decided to join and are attending a meeting for the first time. The MRQ member should treat the new member the same as a visitor, e.g. getting to know them and introduce them.
- **After the meeting** the Vice President will follow up with visitors.
 - The Vice President will contact any new member either by phone or by email and welcome the new member, offer any information and answer any questions as appropriate. She may also send the new member the latest newsletter. Her primary job is to ensure the new member feels welcome and comfortable.
 - The Guild Friends Chair will determine which of the visitors did not join. She will contact the visitors either by phone or by email and tell them she is glad they visited, ask if they have

any questions and ensure the visitor knows we would welcome them as a member. She may also send the visitor the latest newsletter. If any voice a desire to join, she will ensure they receive the membership application and will inform the Membership Chair about the potential member.

Committee expenses and committee income must follow the Financial Procedures Policy of the Guild.

Approved by the Guild Board April 25, 2022