

## Duties of the TBQ Guild Membership Chair

### **VOTING MEMBER OF THE EXECUTIVE COMMITTEE**

The Membership Chair:

- arrives early for the TBQ general meetings
- sets up a table in the entrance area for the attendance sheets, nametags, membership cards, etc.
- greets and welcomes members
- keeps track of attendance for each meeting, and a running attendance for the year
- maintains an up-to-date list of the current members (and a waitlist of interested parties, should the membership roster exceed the number of occupants allowed by fire code of the venue, then notifies potential new members when an opening becomes available)
- collects dues, orders nametags, prepared membership cards, and provides a welcome packet to new members
- orders replacement nametags for members when necessary
- provides Newsletter articles to the Webmaster as appropriate
- collects renewal dues from members, payable prior to June 15
- prepares, prints and distributes membership cards and directories, working with the outgoing Chair who oversees the process and assists in the preparation of the printing of the new directory
- provides the new Chair with digital copies of the directory, attendance rosters, publications and forms
- maintains a correspondence file pertaining to membership
- maintains periodic contact with the chairs of Hospitality, Refreshments and Friendship groups, and reports their need or concerns to the Executive Board
- adds photos of the new members to the directory, and provides TBQ membership directory updates via email
- prepares the 'Guest Guide to TBQ' for distribution by the Hospitality Chair to attending guests
- prepares the 'New Members Guide' to be distributed at the time of application to the Guild
- submits completed 'Request for Reimbursement' forms, along with the receipts in order to be paid for expenses

- provides a year-end report of activities, issues, concerns and suggestions to the President in June

## NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.
2. Applications for membership should be available to potential members upon request.
3. Members who forget their name badges and guests should be provided temporary nametags by the Hospitality Chair who shares the table at check-in.
4. Once the membership reaches a total of the maximum occupancy allowed by fire code of the meeting venue, a waitlist should be maintained.
5. Directory updates are provided throughout the year through a broadcast email.
6. The membership directory is distributed to all members annually at the August meeting.
7. Membership cards are distributed at the July meeting to those members who have paid dues for the new guild year.
8. Members should prepay for any replacement name badges prior to ordering at the cost of \$3.00
9. Submit monthly income report along with any money taken in at the meeting to the Treasurer prior to the close of each meeting.
10. Chair is responsible for forwarding new member information to the Electronic Communications Chair to be added to the TBQ contacts in the GMAIL account.

## CONTACT INFORMATION

Login to Gmail – [thumbbuttequilters@gmail.com](mailto:thumbbuttequilters@gmail.com)

Password is: membership12

*To add or edit contacts:*

Using the “dropdown menu” on the left, select “contacts”  
Select “add new contact” or go to member name to make  
necessary changes  
Changes are automatically updated

*Creating a broadcast email:*

Select BBC: when selecting to whom the email is to be sent.  
Double click on BBC to open contacts. Mark the “select all”  
box. All members will be highlighted. Mark “select” toward  
the bottom of the screen. This way the members do not get  
the listing of the members receiving the email.  
Type appropriate message or forward the email requested.

Name badges are ordered from Sterling Cards in Tucson. Their contact information is:

Sterling Cards  
901 W. Congress  
Tucson, AZ 85745  
[scards@mindspring.com](mailto:scards@mindspring.com)  
520-882-3700

Badges cost \$1.60 per card and \$0.30 per clip.

Postage for cards shipped from one order to the next is submitted with the subsequent order.

*Directory updates:*

Members have appreciated receiving updates of new members that have included the photo of the new member along with their directory information. These updates have been formatted to match that of the directory and are saved in a PDF format prior to attaching the document to the broadcast email. Once set up, these updates are easily “cut and pasted” into the directory to keep it current at all times.

*Welcome to Thumb Butte Quilters' Guild* for out guests:

New for the 2015-2016 year, this two-sided single sheet information guide is edited and printed by the Membership Chair and distributed through the Hospitality Chair as she greets guests to the Guild meetings. She also pairs up an available TBQ member with the guest, if she is unescorted, so that she is not on her own at the meeting.

*Welcome Guide for New Members:*

This 12 page guide is also prepared by the Membership Chair. This is a condensed version of a publication that was distributed several years ago, and was brought back in the 2015-2016 year. It is well received by the new members, and gives a “nutshell” look at the Guild. It is printed 2 sides per sheet, 6 sheets total. It is good to have 5-6 of these guides on hand at the general meetings.