

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Membership Chair	FQG- 09	10/01/2023	1 of 2

Supersedes	1/7/16 – Standard Operating Procedure for Membership Chair of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Membership Chairperson is responsible for maintaining current membership information and providing communication to the guild members Responsible for maintaining any assigned budget targets.</p> <p>The Membership Chair is a member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board meetings of Guild Committee Chairs</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Membership	1.	Membership requirements (form/dues) for the upcoming quilt year should be announced beginning in April and reminders given at general meetings and in the Newsletter.
	2.	Collect yearly membership forms and dues in person and by mail. Send/give collected monies to the Treasurer who will acknowledge their receipt.
	3.	Provide updates to digital roster as needed.
	4.	Create membership roster for the current year no later than October and distribute it by hard copy or electronically by the following month..
	5.	Create membership cards for current year upon request.
	6.	Welcome new members and provide guild information including instructions for making a name badge and accessing the Guild website: http://www.friendshipquiltersoflinthicum.org . Provide them with the roster and current Newsletter by email.
	7.	Maintain the electronic mailing list of Guild members and the password. Communication to members can be sent by the Membership Chair, President, Sunshine Chair and Newsletter Editor. Friendshipquiltersoflinthicum@gmail.com
	8.	Maintain general meeting attendance records.