

## **QUILT GUILD BY THE SEA**

### **MEMBERSHIP JOB DESCRIPTION**

**Updated January 2017**

- Collect yearly dues (checks only) and fill in membership cards prior to November meeting
- Keep membership records including notification of expiration of membership
- Provide member sign in sheets
- Email membership lists throughout the year
- Notify president, newsletter, treasurer about new members, number of attendees, winner of the fat quarter, 50/50 and other drawings from the monthly meetings
- Create monthly meeting notices
- Email information to the membership i.e., workshop openings, retreats, etc.
- Monitor/answer email enquiries to Guild