

MANASOTA WEAVERS GUILD  
JOB DESCRIPTION

POSITION: Membership Chairperson

REPORTS TO: MWG Board in an appointed capacity

RESPONSIBILITIES:

- This is an important position shared between the Membership Chairperson, the Treasurer and the Newsletter Editor
- The Treasurer receives the dues and forwards all the pertinent information to the Membership Chairperson and the Newsletter Editor. The Newsletter Editor prints the information relating to new members in the newsletter monthly.
- The Membership Chairperson maintains a list of all guild members with contact information
- The Membership Chairperson maintains the name tags and prepares new ones for new members
- The Membership Chairperson maintains all the supplies related to the position
- The Membership Chairperson maintains a record of attendees and greets members and guests as they arrive
- Membership Chairperson introduces new members and guests at the meetings

**To Do At Meetings**

Arrive as close to doors opening as possible

Put out

Sign in notebook

Box with name tags

Stick-on name tags

Pen for notebook and marker for name tags

Look for guests and new members. Introduce them to others.

During meeting introduce guests and new members

Name tags – remind people to bring theirs!

Do head count during meeting and make sure everyone has signed in

**Maintain Membership Roster**

Maintain spreadsheet with member information: address (es), email, phone number (s), join and renew dates, interests

**Provide Membership Information to:**

Newsletter Editor & Webmaster

**Other**

Provide name tags to new members (members are responsible to bring their name tags to meetings)

Write monthly newsletter item – introduce new members, membership count, etc.

Send out reminders to members who have not renewed during summer

Try to ascertain why member is not renewing

Communicate to web master and newsletter editor members who have not renewed by the September deadline.

Updated 2/23