### Executive Membership Officer

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

**DESCRIPTION**

The Membership Officer maintains all membership documentation and is familiar with the following: TQG, Inc., Constitution, By-Laws, Policies and Procedures, and duties of this position. The Membership Officer must have a computer with Microsoft Access and know basically how to use it. This position may be split between two people with one taking responsibility of the membership applications and the other taking responsibility for the computer documentation.

**DUTIES**. If this position is split between two people, the portion of the responsibilities allocated between the two will be indicated by Membership Chair or Data Base Assistant. They can also agree between themselves to share any of the responsibilities.

1. The Membership Officer attends the TQG, Inc. Executive Board meetings. If unable to attend the meeting he/she must provide a knowledgeable substitute or written report of the prior month’s activities. This report will consist of the total number of members and the last number issued. Only the Membership Officer has a vote. If the Data Base Assistant attends, she will only vote in the Membership Officer’s absence.
2. The Membership Officer attends all chapter meetings or coordinates with the elected Chapter Membership Chair who has knowledge of procedures.
3. The Membership Officer will have membership application forms printed each year. The form should be forwarded to the Newsletter Editor for the July and August newsletters.
4. The Membership Officer will have membership cards printed each year by the July meeting. A new color is used each year. If possible use a thick black marker to write in the names so they are easily read by other members.
5. The Data Base Assistant must be familiar with Microsoft Access. He/she must maintain the data base with all information available. No names are ever deleted from the data base. Once a member is issued a number it will remain with that member for life even between lapses of membership. Reports can be generated that list only current members. A list of sister guilds and specialty shops are also maintained and they will receive the monthly newsletter.
6. The Membership Officer will assign numbers to new members and collect all dues from the current members. She will maintain a record of cash or check # received. She will also have neck wallets available for purchase at the membership desk during chapter meetings. The prices are set by the cost of ordering. Round the cost per item up to the next dollar. All money collected must be deposited in the TQG, Inc., checking account weekly. Under no circumstances will money will be held longer than a week and extra care should be taken to deposit checks by the end of the month so they are posted to members accounts when they balance their checkbooks. An extra copy of the deposit will be requested from the teller. A copy of the deposit slip plus a detailed listing of where the money was received will be mailed to the TQG Treasurer within one day of the deposit. A sample of the detailed listing is attached. A copy of all receipts will be kept in file.
7. Once the Membership Officer has finished with the Membership Applications, she will forward them to the Data Base Assistant. The Data Base Assistant will enter the information in the data base and return them to the Membership Chair by the next chapter meeting. The Membership Chair will maintain a notebook of all current membership applications sorted alphabetically.
8. The Membership Officer will keep membership pins and will ensure they are reordered when necessary. A minimum of 150 pins must be ordered at one time and take about 8 weeks to deliver. The membership pins are given to new members only. There were 300 pins ordered in 2011. Replacement pins may be purchased by members and the cost is set in the by-laws.
9. The Data Base Assistant will forward a list of new members/renewing members/address changes to the Newsletter Editor before the monthly deadline. It is not necessary to forward a list of renewing members who are in the current roster.
10. The Data Base Assistant will provide mailing labels files to the Newsletter Editor for those members who request their newsletter via postal service. The Data Base Assistant will forward the newsletter to those with email.
11. The Data Base Assistant will produce a new handbook during October each year. The color of the cover is changed each year. See current handbook for items to be included. Prices of ads are set by the Executive Board and are listed in the by-laws. A notice should be placed in the September newsletter notifying members they may place ads in the new roster. Letters are sent in early September to area shops soliciting ads for the roster. The standard information on the “Area Quilt Shops” page is free of charge but if they wish to put additional information in the roster, it is considered to be an advertisement. Also ensure the information on the Area Quilt Shops page is still current.

**SPECIFIC MEMBERSHIP PROCEDURES:**

1. The TQG year runs from September 1 to August 31 of the following year. Memberships are renewed beginning in July for the coming year. At present, the cost is $25 per year. A prorated fee of $15 is charged for members join in May or June. All members are assigned a lifetime number.
2. New members are given a new member packet which includes a TQG pin, membership card, plastic name tag holder, current roster, a current newsletter (may be forwarded via email), a welcome letter with directions for making a name card holder.
3. Returning members are given a new membership card only. If they renew after the roster has been published, they will also be given a roster.
4. When published, a roster will be given out at each chapter meeting during the next two monthly meetings. Those not picked up will be mailed.
5. All members will receive a September newsletter whether or not they have renewed their membership. However, only members who have renewed will received subsequent newsletters.
6. Print welcome letters to be given at the door for guests.

**TIMELINE**

**JULY AND AUGUST.** The membership form for the next year should be printed in the newsletter and be available the chapter meetings. Put a note in July newsletter that if members wish to be included in the new roster, they must renew by the September meetings.

**SEPTEMBER**. Mark all members who have not renewed inactive in the data base; so, they will not receive a newsletter in October. (Data Base Assistant).

**AUGUST.** Send letter to quilt shops asking if they wish to advertize in new roster. Deadline of 15 September. Put a note in the August newsletter asking for any members who would like to advertise their services in the roster. They should have indicated on their membership application if they want to be placed on the Member Related Services page for free but they can also place an ad in the roster. (Data Base Assistant).

**SEPTEMBER**. After the 2nd chapter meeting, compile and print the roster. Print report for other executive board members regarding members who have indicated on their applications that are interested in help with various aspects of the guild. (Data Base Assistant)

**OCTOBER.** Roster should be printed in October.

**RESOURCES:**

The Executive Board must approve the selection of a company to print required items.

Plastic name tag covers may be purchased at any office supply store.

Pins may be purchased from the

 March Company

 3815 Academy Park way North, NE

 Albuquerque, NM 87109-4408

 (505) 345-2521

300 were ordered in 2011

Name Badge holders were ordered from:

 ID America

 941 Corporate Lane

 Chesapeake, VA 23327

 (757) 549-2300 ext 301

100 were ordered on 2/22/2007 (Item #15107)

Blue Tote Bags were printed by:

 Dews Screen Printer

 809A Professional Place W

 Chesapeake, VA 23327

 (737) 436-0908