

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: MEMBERSHIP

TERM: 2 Years

The Membership chair maintains a current and accurate membership database. Provide membership cards each year, name tags, membership brochures, new member information sheets, membership renewal forms, affiliate information for newsletter and website, monthly updated membership lists to newsletter and be in charge of the New Member Tea twice a year. Attend all general monthly meetings setting up the Membership table. Attend monthly board meetings and report the current membership head count.

The SCVQA Membership year runs October 1 to September 30 of the next year.

1. Membership Lists: Keep various categories distinct: regular members, newsletter only members, affiliates, and those that pay no dues- Guilds.
2. Mailing Labels: Print mailing labels monthly for newsletter mailing chair. There are some members who pay extra for first class mailing. Sort these labels alphabetically before printing. The remainder labels are bulk mailed and need to be sorted by zip codes before printing.
3. Rosters: Print a roster of all current members. Make the cover sheet the same color as the cards to easily determine each year at a glance. These should be printed in January. These rosters are to be given out only to current members and not to guests.
4. Updates: Provide monthly updates on membership information (head count) to the newsletter editor, she relays this count to the printer. Provide updates to retreat chairs and program/workshop chairs upon request. Send an electronic update of current database to board members as needed. Affiliate updates also need to go to the newsletter editor and webmaster.
5. Online newsletter: Each member who subscribes to the online version of the newsletter needs to have their name submitted to the newsletter database, so they can receive their newsletter.
6. Membership cards: Provide these to all current members each year by attaching them to the newsletter in November. The rest have to be picked up at the membership table. New members get their card mailed to them along with the new member information sheet. Have a different color printed each year.
7. Name Tags: Print these for all new members and reprint new ones for existing members only upon request. Maintain a supply of badge holders for the nametags.
8. Membership Brochures: Maintain a supply of these and provide them to Affiliates, San Jose Quilt Museum of Quilts and Textiles and others upon request.
9. Information Sheet: Develop and maintain a new member information sheet.
10. Membership Table: At monthly general meetings, sit at the membership table, answer questions, provide information, and hand out roster to members only and membership cards. All guests are \$3.00 and new members joining-\$30.00. Give the new member her card and new member info sheet right then. Print out a name tag to be pick up at the next meeting. At the table there is a basket for fines--\$.25 for each member who forgets to wear their nametag. Give all cash to the Treasurer at the end of meeting.
11. New Member Tea: Maintain a list of newest members who have not yet attended a Tea. It is recommended to send our invitations to the tea by e-mail. Send around a sign-up sheet at a board meeting for volunteers to bring six salads and six desserts. Arrange for the venue and drinks.

12. Budget: Keep an accurate account of all expenses for the year. Present new budget to the August Board meeting for approval for the following year's budget.

Reviewed 2006