

## **JOB DESCRIPTION – HAAQG BOARD CHAIRS**

**Title:** Membership

**Duration of Job:** One Fiscal Year (June to May)

**Average Number of Hours Per Month:** 4-6 hours during July, August  
15-20 September and October  
1-2 hours the remainder of the year

**Last Updated:** 4/15/2010

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**Description of Committee Function** – please be specific:

- Attends all Board meetings and staffs membership table at all monthly meetings.
- Keeps membership records.
- Prepares membership directory for distribution in October, mail remaining directories if requested
- Prepares and supplies new member materials: stenciled nametags, Guild By-Laws, welcome letters, membership pins and cards, and newsletters.
- Collects membership forms and dues.
- Provides a temporary name tag and buddy for each guest.
- Provides email list and mailing labels to newsletter chair and others as needed (e.g. raffle tickets).
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Publishes membership renewal form in the summer and fall newsletters.
- Orders membership pins.
- Makes stenciled name tags for new members and for replacement name tag sales.
- Sets up membership information table at Quilt Spectrum.
- Sends changes and additions through email to all members who have provided an email address.