

MEMBERSHIP DIRECTOR

Section 9. Membership Director. The Membership Director shall be responsible for keeping accurate and up-to-date membership records of the guild. The Membership Director shall provide membership information to the Webmistress and Email Coordinator for inclusion in the roster on the website in a timely manner. The Membership Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Requires computer skills and the use of a computer and internet connection, as well as the ability to work with spreadsheets and email software.
2. Votes as a board member.
3. Receives “paid” paper membership forms from new and renewing members, as well as from the treasurer. Sets up these new/renewing members’ page on the website, issues the member a temporary password, and assists them with user name and login procedures. Maintains the paper membership forms in the Membership Director’s files for 2 years.
4. Communicates with the treasurer regarding members who are new or renewing through the website membership portal. Makes sure these new members’ profiles are complete and assists them with login procedures if needed.
5. Maintains a current year membership spreadsheet at all times, which includes members’ first and last name, date joined or renewed, and method of payment (cash, website, or check number.) Provides this spreadsheet to the Treasurer and any other Board Member or committee coordinator upon request. Formats the spreadsheet as needed by the requestor, using the data sort function.
6. Maintains continuous communication with the webmaster and Treasurer to make sure the website roster and the Membership Director’s spreadsheet match. Periodically reviews the Membership List posted on the website, matches it to the Membership Director’s spreadsheet, and follows up with the webmaster and/or Treasurer regarding discrepancies.
7. Using email software, provides all membership-wide email communication, such as 1) meeting reminders a few days before each meeting, including the meeting date, time, location, what to bring, and program/education content, and 2) announcement of posting of the monthly newsletter on the website when informed of it by the webmaster.

8. Distributes other MMQ-related membership-wide emails using email software upon request by a Board member or committee coordinator. Consults with President or Vice-President on questions of propriety of membership-wide email requests.
9. At the monthly business meeting, reports the current number of members.
10. Submits expenses to the treasurer with receipts.
11. Passes on current year membership forms and spreadsheets, including in electronic format, to the new Membership Director at the end of the year.
12. Informs members who initially join after October 1 of the year that their new membership extends through the following year.
13. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.