

Membership Chair

The Chairperson is appointed by the President

- ❖ Maintains current roster of membership, including updating new members
 - Serves as official greeter and ensures that all members and guests are signed in.
 - Introduces guests to membership
 - Provides members new membership card yearly
 - Find a mentor for new members if requested
- ❖ Collects dues for membership renewals in July, and prorated dues for new members in January
 - Collect payment and write receipts for membership dues in accordance of guild guidelines
- ❖ Maintains a Directory of Membership.
 - In August, a new directory is printed and passed out to members.
 - The Membership Directory is also posted on the Guild website.
- ❖ Adheres to guild privacy guidelines and informs Newsletter Editor, Publicity, Historian of member needs as appropriate