

States Quilting Association

Policies and Procedures

Membership Director

Policy Statement

The Membership Director interacts with members and prospective members to provide information needed to acquire or renew a membership and distributes membership cards; maintain all GSQA Membership records including Membership Guild and Member Shop information; provide information on all membership at prescribed periods and maintain a file of all materials, supplies and reports pertinent to the office to be transferred to successors.

Procedures/Standards and Roles & Responsibilities:

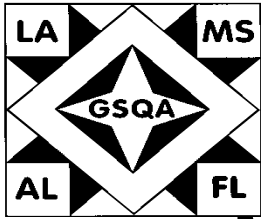
1. Receive New and Renewal Membership Applications (general, junior, shop, & guild) along with appropriate Membership Fees.
2. Post all Membership Application information in Database file being careful to note any changes on renewal forms. Make notes for future clarification. (ex. "2015 – Address changed from Northport, AL to Tuscaloosa, AL").
3. Each month, identify membership who are due to expire at the end of that month. Notify each by mail or email of their expiration date. Make a note of this notification on each record.
4. Each month, identify those members who are more than 3 months past their due date, save the current membership to a ".csv" file for future reference. Print a list of these members, and then delete them from the database. File the list of deleted members with prior lists.
5. Print and mail updated Membership Cards as well as other information such as a copy of the By-laws, a list of Board Members, GSQA Chapters, Member Shops and "Upcoming Events" as appropriate.
6. Begin in April updating the Affiliated Guild list. Update the list with any new guilds and/or changes in Guild Contact, meeting place/time, etc. Forward the updated list to the GSQA Media Director for publication on the GSQA Website.

Policy History

Original Date: June 2009

Reviewed: June 2015

Approved: December 2015



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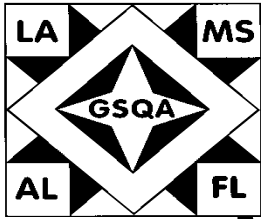
7. Make any changes to Member Shops records reflecting their membership status, and any changes such as location, etc. Update the Member Shops list for the GSQA Media Director to post to the GSQA Website.
8. In a timely manner, print, verify, and make notations on documents required to transfer information and/or monies received to the treasurer. Make a copy of all documents for the Membership Records and mail or hand deliver to the Treasurer the annotated deposit documents and monies received.
9. Provide any pertinent and/or interesting information to Newsletter Editor for inclusion in the upcoming Quilt Talk. At mid-year, provide a current list of member quilt shops and membership guilds.
10. Provide membership lists as appropriate for Newsletter Editor to mail/e-mail Quilt Talk to members. These lists include, but are not limited to postal mail vs. e-mail and memberships expiring soon. Provide any other information as requested.
11. Print a current roster for Board Members for the January meeting and during the year as appropriate.
12. Attend all Board Meetings and General Meetings.
 - a. Board Meetings: Print a report for each Board Meeting giving details of activity during the past quarter. The report should include the number of new memberships as well as total memberships (broken into categories of general, quilt shop, junior and guild) as well as any 'issues' and/or compliments. A copy should be distributed to all Board Members.
 - b. General Meetings:
 - i. Have a list for attendees to sign. The membership list should be a listing of all members in good standing with their name, member number and space for their signature.
 - ii. Have a sheet for visitors to sign.

Policy History

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- iii. At the January General Membership Meeting use the Quilt Guild List sorted by State to call the name of each member guild and the city & state in which it is located. Ask the members of each guild to stand as their guild's name is called. Record the number of members for each guild that are present.
 - iv. Report to the President the number of attendees and visitors before the Program part of the meeting.
 - c. Record keeping: In the Database, using the membership list and any new memberships received during the meeting, indicate the date of the meeting that the member attended. This information will be used at the end of the year for the Perfect Attendance Prize to be awarded at the January meeting.
13. Purchase a prize (with a value set by the Board) for the winner(s) of the Perfect Attendance Prize.
 - A. Maintain and determine eligible members (not including Board Members) who have attended all 4 general membership meetings and provide that information to the Board at the December Board Meeting. At the January meeting, the name of the winner(s) will be drawn and announced by the President.

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