Membership Committee

Membership Duties

1. Maintain up-to-date records of guild members including name, address, phone number, birthdate, and email.

2. Greet guests and new members at all functions and introduce them to other members.

3. Advise President and secretary of change in member's information on updated website.

4. Distribute guild information to new members including how to access website.

5. Complete Treasurer's Income form and give any fees received to treasurer for deposit at each meeting.

6. Collect and record dues received on website.

7. Make and distribute membership cards to all paid members.

8. First meeting as a guest is free. Charge $5 guest fee for attendance after the first meeting.

9. Membership fee is $30 for all. New members joining after the January meeting will be charged a reduced rate equal to $2.50 per month ending in June. Example: New member joins in February would be charged for 5 months = $12.50.

10. Write and submit monthly membership newsletter article.

11. Complete a new magnetic nametag for all new members.

12. Take new member's picture.

13. Print off roster prior to each meeting for members to initial when they sign in. This is the official guild attendance record. Record attendance on roster spreadsheet.

14. Charge $0.50 for those members forgetting their nametag.

15. Ensure any information in newspapers or flyers (i.e. Lake Oconee Breeze) has correct membership information. This function may fall to the Publicity Chairperson.