



Big Red Quilters' Guild

Established September 2014

Membership Job Description

Responsibilities include, but are not limited to:

As Scheduled:

- Attend board meetings.

Monthly:

- Attend all general meetings, and record/maintain names of members and guests.
- Provide count of new members and guests from registration at general meetings for the president's welcome during the meeting.

On-going:

Records-

- Maintain digital files of all membership records (past, current and guest) for historical purposes.
- Digital tools include Excel (membership and attendance) and Google Contacts/Email (maintain record of members' contact info, years registered and mailing list).
- Send updated email information to the newsletter committee.
- Responsible for continuous updating of the BRQG membership information sheet and forwarding it to the Webmaster to upload onto our website under the "Members Only" section.
- Forward the latest BRQG member registration forms (Oct-March 31), (April 1-Sept 31) to the Webmaster to post on the guild's website.
- Provide BRQG membership forms at the monthly guild meetings.

Communications-

- Send an email to the membership on Tuesday prior to the general meeting. Include the upcoming program, location, parking locations, non-member fees and "Freebie Table" details. Also include upcoming Guild events and any attachments such as membership form, workshop or retreat registration forms, etc. that Board members provide for dissemination.
- Send a reminder email to the membership on Monday of the general meeting. Include the upcoming program, location, parking locations, non-member fees and "Freebie Table" details. Also include upcoming Guild events and any attachments such as membership form, workshop or retreat registration forms, etc. that Board members request for dissemination.
- Check the BRQG email 1-2 times a week, especially prior to the monthly meeting. Answer emails regarding membership, meetings and events. Response to emails regarding possible programming then forward these emails

to the Programs Chairperson. If you are unsure of how to answer a query, email the Board members, Facebook, Webmaster and/or Newsletter Chairs for advice.

Other:

- Look for continuous improvement suggestions and bring these to the attention of the board.
- Work with the board and general membership to increase membership.
- Work closely with all board members to promote the guild's mission, membership and financial goals.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

Revision September 2025