

## MEMBERSHIP COMMITTEE

The Chair of the Membership Committee is a voting member of the Executive Board.

The Membership Committee maintains all current QC membership records and the Wait List, receives membership renewal and new-member information and dues, and compiles the yearly directory of membership. A Membership Committee representative is on hand before each guild meeting to answer questions and resolve problems about membership.

The Committee's yearly time line begins in February with the updating and possible revision of the Membership Renewal Form, with Executive Board review at its February meeting. The updated renewal form is published in the March, April and May issues of *Quiltations*, with a reminder that the deadline for renewal is May 31. The Wait List is published in the April issue of *Quiltations*. Renewal forms and checks are received by the Membership Chair, who reviews the forms for eligibility, sorts the valid forms into alphabetical order (mixing both regular and associate members), and deposits the checks into the QC bank account.

A week or ten days after the deadline, the Membership Chair calls members who have not renewed, to be sure this is their intention. After adjusting total numbers of members renewing, the Membership Chair determines how many new members can be invited to join, in accordance with total membership levels approved by the Board. In mid-June, invitations to join are sent to the indicated number of people, starting with Number 1 on the Wait List.

In August, letters of acknowledgement go out to new members who have responded and sent in their dues. The letters include an invitation to the New Members' Reception on the evening of the first guild meeting in September. Also in August, the Membership Chair provides the *Quiltations* staff with updated lists of members who wish to receive their newsletters by email, and those who prefer to receive paper copies by regular mail.

Before the September meeting, the Membership Chair provides lists of new and renewing members to the volunteer who makes QC name-card IDs. The chair also updates information for the membership booklet, which is then proofed by another QC member. A dummy copy of the updated booklet is available to members at the September meeting for last minute corrections and changes. The Membership Chair then publishes the booklet, which is distributed at the October guild meeting. Any additional changes and corrections to the booklet are announced in *Quiltations*.