

JOB DESCRIPTION
Membership Chair, Capital Calligraphers
2010/11

1. Maintain a roster of current members, showing the following information:
 - a. Member name
 - b. Address
 - c. Phone number
 - d. Birthday
 - e. E-mail addressThe roster should also include the listing of other Calligraphic Societies throughout the country.
2. Maintain a master sheet of mailing address labels for any and all mailings through which information is distributed to the Guild membership (i.e. newsletters, flyers, notices).
3. Accept, collect, and record annual dues payments and deliver to the Treasurer. Membership dues are renewable each September. Reminder notices should be sent out beginning the 1st of November.
4. Compile and mail Welcome Packets to new members. Packets are to contain:
 - a. A welcome letter on which you calligraph name.
 - b. The most recent newsletter.
 - c. Membership roster (with updates).
5. Notify the following persons regarding new members:
 - a. Person in charge of name tag buttons
 - b. Newsletter editor
6. Main a separate list of birthdays of all members.
7. Submit new membership information to the newsletter editor prior to the deadline for each new newsletter. This would include any vital address changes, phone changes, e-mail changes and/or deletions (example – death!) This will help members maintain a current roster.
8. New rosters should be published as directed by the Board. It is recommended that at least 2 months of reviews should be given to confirm information is correct prior to publishing.
9. The Membership Chair needs to keep at least 10 copies of the current newsletter for welcome packets for new members and also in case other Guilds request a copy.
10. It should be expected that the time requirement for this position is approximately 10 hours per month.
11. Expenses are reimbursed by the Guild and would include: mailing labels, use of copy

machine and paper, postage, phone calls and printing costs of rosters. Keep all receipts to submit to the Treasurer.

12. The Membership Chair also services on the Board and is required to inform the Board of the current status of membership at the Board meetings.