

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: MEMBERSHIP CHAIR

TERM: 2 years

Duties of the Membership Chair

The Membership Chair is responsible for all aspects of the association membership, including:

- Providing forms and newsletter reminders for new and renewing membership,
- Maintaining a current and accurate database,
- Providing mailing labels for newsletter mailing,
- Maintaining online newsletter and announcement lists,
- Providing emailed and printed membership rosters,
- Providing membership information to potential and returning affiliates,
- Providing membership cards and name badges for active members,
- Hosting new member teas to welcome and inform new members,
- Attending board meetings,
- Providing membership services at a welcome table during general meetings.

This job is best suited for a person who enjoys computer data base maintenance and can spend regular time staying in touch with new members and responding to inquiries from members (mostly email).

Ability to provide attention to detail while staying well organized is helpful.