MEMBERSHIP CO-DIRECTOR

Rev. January 2019

Term: 2 years (Alternating term expiration between two co-membership directors)

Pre-requisites: Computer skills, email access, general knowledge of most areas of responsibility.

Inventory: By-laws and operating procedures, job descriptions of chairs/committees under directors’ responsibilities.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Must be a MQ Member in good standing.
- Receive files from previous officer at September Board meeting.
- One or both co-directors should attend all MQ Board meetings. If unable to attend, advise President and report as necessary.
- One or both co-directors should attend both of the MQ regular monthly meetings whenever possible. If unable to attend, delegate responsibilities to alternate as necessary.
- Work with Volunteer Coordinator to obtain volunteers to fill committees assigned to this directorship:
  - Membership Greeters – day and evening
  - Business Member Coordinator
  - Volunteer Coordinators
  - Hospitality Coordinators – day and evening
- Solicit nominations for Outstanding Volunteer in January Newsletter and honor honoree at April membership meetings; obtain appropriate recognition such as floral gift and quilt shop gift certificate, or other appropriate recognition for the chosen recipient; prepare and submit article for newsletter and/or show book about recipient.
- Make arrangements for birthday cake to be served at the April membership meetings to celebrate MQ’s birthday.
- Prepare job descriptions for, oversee, and coordinate the activities of the committees assigned.
- Coordinate, collect and monitor the budgets of the committees assigned.
- Prepare annual position budget, including committee budgets (even if a committee budget is $0), for the following year and present at July Board meeting.
- Outgoing co-director should prepare and submit a brief year-end position report and present it at September Board meeting. This report will be used for the Annual Report published in January
- Review and update job description annually (at September Turnover meeting) given to Past President.
- Design, implement, and monitor effective membership recruitment campaigns and activities. Establish recruitment goals. Report progress toward goal.
- Design, implement, and monitor effective membership recruiting tools for campaigns including brochures, newsletter articles, offers, information sheets, and other marketing materials. Report progress.
• In conjunction with office staff, manages new member list and communicates with new members, and oversees input of new member applications in membership data files.
• Have a presence at the Minnesota Quilters Annual Show and Conference by staffing the Board Table with appropriate membership information.
• Gather membership information (attendance, volunteer interests, skills, etc.) that would be of help to the nominating committee.
• In conjunction with office staff, liaise with Textile Center librarian on current member list, access to library and library members usage.
• On a quarterly basis, remind members to bring treats to the meetings during or near their birthday month.
• Encourage members to bring guests to our meetings by collecting names of members who brings guests and by having additional door prize drawings for these members in April and October.

Goals
• Formal membership recruitment strategy in place.
• Develop new activities for the monthly meetings that will help members meet other members and feel more welcome (ice-breaker or other shared activities that could occur before, during or after the main meeting.)
• Enhance MQ interactions with all Minnesota guilds to help focus on information sharing and membership growth that benefits both parties.
• Ongoing strategy to promote and inform current and new members of MQ membership benefits and activities including ownership of the Board table at the annual show.