



handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the Officers will carry out the following:

Membership Officer -- Job Description

- I. Make introductions of guests and new members to the guild as needed.
- II. Welcome new members - explain procedures, answer questions or refer person to appropriate member(s).
- III. Assist with recruiting new members.
- IV. In May, notify the membership that it is time to renew their membership by paying dues. Dues are due in June. In August, send reminder postcards to those members who have not yet paid their dues.
- V. Collect dues, and send them to the Treasurer.
- VI. Maintain the Membership List.
- VII. Prepare and distribute the Guild Directory.
- VIII. Send updated Membership List to the Newsletter Chairman and the Web Master as needed.
- IX. Develop printed promotional material about the guild.
- X. Develop press releases when appropriate for guild events.
- XI. Put guild information in newspapers and community calendars.
- XII. Orient a successor.

Revised November, 2008