



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. Collect yearly dues from members, and give them to the Treasurer.
- II. Maintain the Membership List.
- III. Maintain the online groups.io called BoiseGuild, including inviting new members to join and deleting those who are no longer members. Refer to the Policy and Instructions on the BoiseGuild groups.io for Members.
- IV. Create and distribute new member forms each year to promote the Guild and to obtain programming information from the membership.
- V. Make introductions and welcome new members to the guild, as needed. Explain procedures, answer questions or refer person to appropriate member(s).
- VI. In May, notify the membership that it is time to renew their membership by paying dues. Dues are due in June.
- VII. In August, send reminder notifications to those members who have not yet paid their dues.
- VIII. Notify the Newsletter Editor when to send hard copies of the Newsletter to those members requesting.
- IX. Coordinate the preparation and distribution the Guild Directory at the October meeting.
- X. Coordinate with the Web Master obtaining Photo Release Forms from Members.
- XI. Send updated Membership List to the Sample Box Chairperson, as needed.
- XII. Develop printed promotional material about the guild, coordinated with the Board.
- XIII. Develop press releases, when appropriate, for guild events.
- XIV. Put guild information in newspapers and community calendars.
- XV. Give updates about guild activities to the Social Media Chairperson, as needed.
- XVI. Give updates for the guild website to the Webmaster, as needed.
- XVII. Orient a successor.

Revised December, 2021