



---

## 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 a list of member preferences as stated on the signed Photo Release Form.
  - A. Photo Release Forms are filled out by New Members.
  - B. Members will fill out new Photo Release Forms, if preferences change.
- IV. Maintain the online membership list in [groups.io](https://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](https://groups.io) for Members.
- V. Create and distribute new member forms each year to promote the Guild and to obtain programming information from the membership.
- VI. Make introductions and welcome new members to the guild, as needed. Explain procedures, answer questions or refer person to appropriate member(s).
- VII. Notify the membership when it is time to renew their membership by paying dues. Dues are due in June.
- VIII. Send reminder notifications to those members who have not yet paid their dues.
- IX. Notify the Newsletter Editor of those members who have paid for hard copy Newsletters.
- X. Prepare, verify, and distribute the Guild Membership Directory, following the Membership Dues Policy.
- XI. May develop printed promotional material about the guild, coordinated with the Board.
- XII. Give updates about guild activities to the Social Media Chairperson, as needed.
- XIII. Give updates for the guild website to the Webmaster, as needed.
- XIV. Orient a successor.