

MEMBERSHIP SECRETARY DUTIES

The primary duty of the PPWG membership secretary is to keep records of all members of the guild, including changes that may happen throughout the year and to encourage people to join the guild. Since the directory is assembled after the September PPWG meeting, it is important for the membership secretary to be available for most of August, September, and October. If the membership secretary cannot attend a regular PPWG meeting, another person should be designated to perform those duties. Receipts should be obtained for any costs incurred for postage, labels, etc., and a reimbursement form should be given to the PPWG treasurer. There is a budget for the Membership Secretary and a request for a budget needs to be made to the Treasurer before she does the budget for next year.

Membership forms:

1. Update dates and the address of membership secretary.
2. Bring forms to the April, May, September PPWG regular meeting.
3. Provide form via email to the Newsletter Editor for the PPWG newsletter in April, May, June and September.
4. Collect dues and membership forms in person or by email or mail (via secretary), and PayPal notifications through Treasurer.
5. Write on the form the date payment received, type of payment, check number.
6. Forward all monies to the PPWG treasurer.
7. Keep completed forms in binder or file folder in alphabetical order. The forms may help the Treasurer if there is a question about payment.
8. Provide extra forms to Ewe and Me, Woolly Ewe, and Yarn Outlet yarn shops or other shops in the area for new members.
9. Maintain membership list in Excel or Word document.
 - i. Paid members
 - ii. Life members
 - iii. Add new members
 - iv. Update membership list when payment received.
 - v. Update for changes to address, phone, email.
 - vi. Email the most current membership list to the person posting the online directory after the Sept. meeting and work closely with them while they are working on the directory.

Newsletter duties:

1. Provide information to newsletter editor for new members or any changes.
2. Provide membership form to newsletter editor for May, June and September issues.

PPWG meetings:

1. Bring signup sheet to regular meetings for guests
2. Introduce new members and/or guests during the meeting
3. Print out new nametags for new members as they join
4. Have nametags for guests available and for people that join after September
5. Attend PPWG Board meetings or communicate with Board by phone, email, etc.
6. Send out welcome email to new members with information on the website member login information and about our scheduled meetings and activities. Copies the President on the email so the contact information can be updated in Gmail.