

## Guild Membership Services Coordinator

The Guild Membership Services Coordinator is appointed by the Guild President and serves on the Guild Board. The Coordinator, assisted by at least one volunteer, oversees all aspects of Guild membership.

The Guild Membership Services Coordinator:

- Is a voting member of the Guild Board
- Attends all meeting of the Guild Board and other meetings as required by the President
- Accepts and carries out such duties as may be assigned by the President in addition to those stated.
- Is responsible for Guild room, maintaining well-supplied Guild room, water supply and file updates.
- Supervises Awards Committee Chair activities.

### Tasks

- Develops ways to increase Guild memberships.
- Sends out membership packets to all new members after a welcoming letter is sent by the Technology Committee.
- Assigns a new Guild member a “buddy” to foster a greater sense of a Guild community.
- Orders name badges.
- Organizes new member orientation meetings at least twice annually which involve committee heads and a tour of the Heard Museum.
- Sends out evaluations requesting feedback on new member orientation and end of year evaluation of new member involvement.
- Works closely with Technology Committee to send out 3 or more dues letters for renewal of Guild membership dues.
- Compiles and maintains a complete, accurate and up-to-date record of Guild memberships in conjunction with the Technology Committee.
- Initiates personal contacts to return lapsed Guild members to active status where Guild dues have not been paid for 2 years.
- Works closely with Heard Museum membership contact to verify if Guild members maintain their Heard Museum membership.
- Submits monthly and annual reports as determined by the Board and/or President
- Submits budget to Guild Treasurer for the coming year.
- Ensures appropriate number of Guild aprons are available for Heard Museum Indian Fair and/or other museum activities.

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