

Embroiderers' Guild of Victoria

Position: Membership Chair

- Collect membership dues for EGV and ensure EAC portion is submitted to EAC Membership Director.
- Print and distribute EAC membership cards.
- Distribute “new member’s” kit
- Maintain, publish and distribute membership records annually in accordance with the laws of the Province of British Columbia; include date of joining.
- Pass monies to Treasurer.
- Advise EAC Membership Director and Newsletter Editor of new members and any changes of name, address, etc.
- Keep an attendance record for all evening meetings.
- Conduct the name tag draw for the evening meetings.

Ongoing Tasks:

- Have current membership lists available to members on a regular basis and as requested
- Process membership and collect dues from new members. Advise Treasurer of amount to send EAC for dues.
- Work with a committee to prepare and revise “new member” kits (including name tag pattern and supplies as needed)
- Membership list sent to EAC on a regular basis
- Treasurer advised of amount to send EAC for dues on a regular basis