

Position: Membership Chair

- **Collect membership dues for EGV and ensure EAC portion is submitted to EAC Membership Director**
- **Print and distribute EAC membership cards which are provided from EAC**
- **Distribute “new member’s” name tag kit and a small gift**
- **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 with the proper Forms**
- **Advise EAC Membership Director of deaths of members, any changes to name, address, phone # and emails and inform Flying Needle Editor of new members emails**
- **Keep an attendance record for guild meetings.**
- **Conduct the name tag draw for guild meetings.**

Ongoing Tasks:

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

Revised: June 2004, 2015, 2018, 2019, 2023