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| Primary Responsibilities | Calendar of Activities | Activity Detail |
| Participates in:  1. All Board meetings | **Board:** January, March, May, July, September, November, December |  |
| Attends NMQA Membership  Meetings | Monthly | \*Opens and staffs the Membership Services table one hour before every membership meeting, remains open during the meetings and for 15 minutes after the meeting  \* Maintains $30 in the cash box; gives all checks and cash above the $30 to the Treasurer; fills out cash and check received forms to account for money taken in for each meeting. |
| Works with Hospitality Chair | Monthly | \*Email membership list to Hospitality chair prior to each monthly meeting. Friday before meeting is a good time so chairperson can print list and have it available at the meeting so members can check for errors in their information. \*Provides a complete membership list for anyone that has a need upon request.  This may include President, Librarian, Community Service and/or Program Chairperson. |
| Membership List | Every two months | Uploads a current membership list on the NMQA website at least every two months. |
| Order New Membership Cards | July or August | Arranges for the printing of new membership cards and application for the following year. This should be done in July or August so that they are available for the September meeting.  New members joining after September get membership for the current year and following year combined. |
| Forms | Ongoing | \*Accepts and records Membership forms and collects dues from NMQA members.  \* Keeps all membership records up to date. |
|  | February | Delivers the membership list to the Roster Chairperson |
| New members | Bi-monthly | \*Provides a list of new members and membership changes for each issue of the Quilters’ Quill.    \*Writes articles for the Quilters’ Quill about Membership Services. |

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|  | November | \*Writes a yearend report, report hours, makes budget recommendations by December 1 and sends to President |
|  | September | \*Starts a new year membership list for the following year in September at which time members may join or renew for the following year.  \* Distribute application forms to all the quilt stores in Albuquerque, Corrales and Rio Rancho and any other places  that might have a clientele interested in joining NMQA. |

Revised 2016