Membership Job Description

Livermore Amador Valley Garden Club

Summer 2022

## Badges

Membership is responsible for badges for all members. If you need help drying flowers or writing name tags, recruit other members to help you.

If any expenses occur, keep receipts to submit bill to the Treasurer.

## Monthly Meetings

* Several days before monthly meetings call two volunteers from sign-up sheet (provided to you by Vice President) to come early and help you greet guests and new members.
* Set up table with badges and other material about 6:30-p.m.
* Have a list for people to sign if they have lost or misplaced their badge. Provide them with stick-on temporary badges for the evening.
* Provide a signup sheetfor guests with names and addresses. Give guests a temporary badge. Give this list to Newsletter editor or publisher as they will send a Newsletter to each guest before they join.
* Give Newsletters (given to you at meeting by editor) to all guests. Also give them information on Club if they are interested.
* If you need extra greeters, recruit them from early arrivals. Ask that they sit by guests during meeting to answerquestions. Try yourself to mingle with guests during the break.

## New Members Orientation

* Arrange with President for a date for the evening, New Member Orientation. Late October or early November is a good time.
* Secure a home for this event (President can help here)
* Send invitations to this event to all new members and those who have joined the Club since the last orientation meeting.
* Arrange for cookies for this event. Officers and chairs will usually do this. Hostess should be asked to provide coffee and tea
* Put-a notice of this event in the Newsletter just before this meeting. All officers and chair-people are expected to attend and give a short presentation at this event
* Write a thank you note to hostess after this event.