

Littleton Fine Arts Guild

Membership Chair Guidelines

When we receive a new applicant:

Look to the Board as to what Disciplines we are seeking and check what disciplines are on a waitlist. Also, are there any qualifications we'd benefit from: computer, banking, tradesman, publicity, or marketing.

We respond with a phone call to the applicant and explain that we will be setting a time for an interview.

1. Schedule a date for jurying. Notify the applicant to bring 5 examples of recent work. It must be original work; no reproductions.
2. It is preferable to schedule the jury time when the Depot is closed.
3. The Jury should consist of 3 people. Membership Chairman, President. and a LFAG member who is knowledgeable in the applicant's media.
4. Tell the Jury that they are not to voice a decision during the jurying process. The Membership Chair leads the questioning. Jury will discuss/decide after applicant leaves. The Membership Chair will notify the applicant by mail as to their acceptance, wait listed, or non-acceptance.

Upon Acceptance Checklist:

1. Notify Communications member with an email to be sent to all LFAG members that contains the Name, address, phone, email and website of the new individual. Each LFAG member is responsible for adding this info to their directory and any list or job (scheduler, treasurer, name tag) for which they are responsible.
2. Make a new Roladex card.
3. Notify Keith Wyncoop-kwynkoop@littletongov.org with individual's information to have his/her code entered into the key pad.
4. Take a New Member Packet to the Depot and leave at desk for the individual to be picked up at their convenience.

5. After the New Member's check for the membership/key deposit is received, issue the key. The key is left at the Depot in the cash drawer in an envelope with the New Member's name to be picked up at their convenience. Notify the individual.

6. After a week or so give the New Member a call to see if there are questions. Work with them and the scheduler (Carol B.) to have them sign up for a day to be trained with a qualified LFAG member. Explain that the people they work with for the first couple of months will teach them the workings of the desk, etc.

7. Introduce the New Member at the next monthly meeting.

8. Update all lists concerning the New Member.

9. Give dues/key deposit check to Treasurer to deposit.

10. Keep original application in binder. Membership Chair may also keep a copy at home.

When a LFAG Member indicates they are leaving the Depot:

1. Membership Chair-will call and find out reason for leaving.

Remind them that they must remain for 1 month for desk duty or find a replacement. If Member had a job at the Depot retrieve any materials concerning that job.

2. Member must remove all artwork from Depot at the end of current show. Bin work is to be removed immediately upon notice of resignation.

3. Arrange return of key. Once key is recovered notify Treasurer to return deposit.

4. Send email to President, Scheduler, Treasurer, and Communications, about Member's resignation.

5. Send email to Keith Wyncoop-kwynkoop@littletongov.org about removing code from key pad.

6. Update all lists.

Coordinate payment of yearly dues in January

Send an email to all members notifying them that yearly dues are to be paid no later than January 31st.

Include the following instructions in the email:

A member may pay by check or Credit Card. DO NOT pay by CASH for accounting purposes. If you pay by Credit card, please do the following:

- Write out a regular sales slip for "membership"
- Put the white sheet and receipt on the Daily sheet.
- The yellow sheet is your copy
- Put the pink sheet in the Dues envelope.
- Please check your name and indicate "check" or "credit card" on the list that is on the Dues envelope.