HQN To Do List

HEARTLAND QUILT NETWORK

Member Guild Task List

✓	Date Completed	
☐		**Establish Username and Password** (one account per guild) - Guilds are using part/all of their guild name in their Username. This only has to be done one time. If you forget your password, you have the ability to reset your password yourself. NOTE: If your guild's board selects to share your guild username and password with your entire guild, that is up to you.
☐		**Annual Membership Dues** ($25/annually) - The fiscal year of HQN is July 1st to June 30th. Dues can be paid by downloading the manual form from the website, complete it, and mail it with a check to the Membership Chair OR the membership form can be completed and the renewal fee paid online at heartlandquiltnetwork.com/join-hqn/.
☐		**Active / Inactive Membership** - Membership dues are due July 1st and should be paid by September 1st to remain as a HQN Active Member. *Inactive Members profiles will not be listed on the "Members Only" page until membership fees are paid.*
☐		**Annual Officer Update** - When Member Guilds have election of officers, HQN requests that the Officer Udate form be completed online at heartlandquiltnetwork.com/officer-update/ (This link is under "Members Login"). Officer contact information provides HQN the ability to communicate with the correct contacts as needed.
☐		**Member Guild's Quilt Show** - Please email your guild's Quilt Show Flyer to HQNMembership@gmail.com. Member Guild quilt show information is posted to the HQN Facebook page and the Events Calendar on the HQN Website. If you guild does not have quilt shows, please advise the Membership Chair. This will help HQN to make sure we are remembering out Member Guild's annual quilt shows.
☐		**Member Guild's Lectures/Programs/Workshops** - Please have your Program Chair email the HQNWebmaven@gmail.com your guild's lectures/programs/worokshops as often as needed so HQN can keep the Events Calendar on the HQN website updated.
☐		**HQN Annual Meeting** - Details of the HQN annual meeting are typically provided in the winter HQN Newsletter, with the meeting being held in the spring. Member Guilds will be provided a space to display their guild's opportunity quilts and sell tickets.
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