

Job Descriptions and Related Policies & Procedures

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General Responsibilities

Members at Large

- ♦ Participate in the staffing of the bi-annual quilt show.
- ♦ Sell a minimum of 10-dollars-worth of tickets for our raffle quilt (every other year—if we are having one).
- ♦ Bring an hors d'oeuvre or dessert or beverage once or twice a year to guild meetings (sign-up sheet is circulated every few months).
- ♦ Provide a dish for the annual holiday party and the annual guild picnic.
- ♦ Donate at least one comfort quilt each year.
- ♦ Read the monthly newsletter to be aware of what's going on.
- ♦ Pay your dues in a timely manner.

Nominating Committee

Committee Composition

The nominating committee, as appointed by the board, should consist of some active past presidents and some seasoned members who are well acquainted with many members and who are, therefore, equipped to know whether the potential candidates embody the qualifications indicated in the related job descriptions.

Composition of Slate

- ♦ The Slate of candidates includes the following elected officers: President, Vice President, Treasurer, Membership Chair, and Secretary—one candidate for each office on the ballot.
- ♦ The following are the considerations for candidates on the slate:
 - The qualifications for elected officers include:
 - Guild membership for at least a year.
 - Enthusiasm for guild activities.
 - Aptitude or required skill to perform the particular duties in question (per the respective job descriptions), for example:
 - The Membership Chair should have an out-going personality and organizational skill
 - The Treasurer should have up-to-date computer hardware, Excel software, and/or software consistent with that of past treasurers, along with math skills, and the related software savvy (and, if possible, bookkeeping experience).
 - A willingness to become expert with whatever software/technology associated with the office.
 - Track record of effective follow-through.
 - Flexibility (relative to other responsibilities outside the guild) to enable them to contribute the time required (see related job descriptions, including joint responsibilities of the board).
 - Interest in and concern for guild members, and a commitment to the guild's efforts toward camaraderie among guild members.
 - Ability to work as an effective team member.
 - The president must have participated on the board previously (any past board).
 - In addition to the above, the nominating committee should consider the following:
 - Build leadership “bench strength” by including some relatively new members in the mix. But ensure that at least half of the new board will consist of heritage members (those with at least 4-years active tenure in the guild), so as to preserve foundational guild customs.
 - Build presidential “bench strength” by ensuring that people who are logical candidates for future presidents are given the opportunity to participate on the board as either an elected officer or an appointed officer (so as to qualify them for the role of the president).
 - In accordance with guild custom, the current vice president should be offered first right of refusal to fill the office of president for the coming term of two years.

Schedule

- ♦ Initiation of the nominating committee—January of the election year the president should appoint the chair of the committee and schedule the first meeting.
- ♦ Nominations from the membership sought by chair of nominating committee—February.
- ♦ Deadline for nominations from membership--Shortly after the March meeting.
- ♦ First meeting of committee to discuss membership nominations and other possible candidates—March (after the deadline for nominations from the membership).
- ♦ Input received from top candidate possibilities—March.
- ♦ Second meeting of committee to develop final slate—April.

- ♦ Announce Slate to board (confidentiality should be maintained)—April.
- ♦ Confirm slate to final nominees—April.
- ♦ Announce slate to membership—May.
- ♦ Coordinate voting—June.

Procedures

- ♦ Seek nominations from membership (initiated by the committee chair).
- ♦ First meeting:
 - Go over procedures and determine process for meeting.
 - Discuss the nominations from the membership and discuss other possible people for the various positions in accordance with the criteria above.
 - Come up with ideal slate of nominees and back-up slates.
 - Agree that the committee chair and/or certain committee members will seek input from top nominee possibilities to determine if they'd be willing and able to assume the responsibilities if they were to be included on the slate.
 - Make sure the candidates have a chance to view the job description (located on the guild web site).
 - In these conversations, the person making the inquiry should not suggest that the potential nominee's position on the slate is confirmed. This is only an inquiry as to availability and willingness (the potential candidates should understand that several people are being asked about their willingness). That said, the committee should avoid requesting this information from any more people than is absolutely necessary so as to minimize the possibility of hurt feelings.
 - Remind those contacted that confidentiality is appropriate (to avoid hurt feelings).
 - Set time for next meeting.
- ♦ Second Meeting:
 - Report findings.
 - Re-strategize as needed.
 - Develop final slate of candidates.
- ♦ Report findings of the committee to the Board. Confidentiality should be maintained until announcement of the slate in May.
- ♦ Confirm with final candidates and notify them to be ready to take a minute to talk to the membership at the May meeting.
- ♦ Coordinate presentation of the slate to membership at May meeting.
- ♦ Coordinate election at June meeting.

The Board

Who's on the Board?

The board consists of the five elected officers (President, Vice President, Secretary, Treasurer, Membership Chairman), three appointed officers (the Parliamentarian, Program Chair, the Newsletter editor), and any others whom the board determines should attend. All board members have voting privileges.

Board Members' Common Responsibilities

- ♦ Attend all guild monthly meetings, attend as many workshops as possible, attend as many bees as possible, etc.
- ♦ Attend all board meetings and other appropriate planning meetings of the guild.
- ♦ Be alert to and interested in guild members' needs and interests, both individually and as a group. Be particularly aware of new members and visitors at monthly guild meetings.
- ♦ Contribute to the maintenance of guild job descriptions that detail officer duties as well as committee responsibilities (submit input to the Parliamentarian).
- ♦ Accept additional assignments from the president.
- ♦ Serve as a liaison with committees as assigned by president. Contact the appropriate chairperson(s) periodically to offer support, respond to questions, and to learn of any news or issues that might need to be brought to the attention of the president or the board. (More info. on this below.)
- ♦ When you spend money on behalf of the guild for which reimbursement is needed, prepare the requisite Expense Reimbursement Form, attach receipts for all expenditures, and submit within 30 days to the Treasurer for reimbursement.
- ♦ Maintain communications availability by checking e-mail on a regular basis (daily or at least twice-a-week).
- ♦ When sending e-mails to large groups of members, protect the list by putting member e-mail addresses in the "BCC" window and put your own e-mail address in the "to" window.
- ♦ Wherever possible, come early to help with set-up at guild meetings. If a set-up committee is not in place or is not able to perform the duties on a particular night, be sure to arrive early to accomplish set-up.
- ♦ Stay after guild meetings to help ensure all items are properly stored and room is in order.
- ♦ At the end of your term, schedule time with the person who will be taking on your job to orient them and hand over relevant files.
- ♦ In an election year, appoint the Nominating Committee in January.

Board Liaisons for Committees

To help ensure the smooth running of guild endeavors, the various committees are assigned a liaison on the board, with about 3 or 4 committee heads assigned to each board member. When a committee question, concern, or problem arises that should be escalated, the related committee head should contact the appropriate board liaison. Conversely, board members are responsible for keeping in touch with and representing the related committees at board meetings. Below is an example (not a suggestion). The specific assignments should be discussed and determined in one of the first meetings of a new board.

President	Vice Pres	Treasurer	Secretary	Parliamentarian	Membership	Programs	Newsletter
BOM Raffle Quilt Raffle Quilt Exhibiting Quilt Show Set-up	AccuQuilt Facebook Library Workshops	50/50 Raffle Hostess Retreat	Bees Challenge Historian Round Robin	Facebook Zoom Brand Consultant	Comfort Quilts Refreshments Welcoming	Fat Quarter Raffle Programs Sunshine	Member Comfort Newsletter Editor and Publisher Webmaster

Elected Officers

President

Initial Responsibilities

- ♦ Select and appoint the three officers designated as appointed” officers:
 - The Program chair, the Newsletter editor, and the Parliamentarian (review related job descriptions first).
- ♦ Select and appoint the committee heads—except those requiring different timing as indicated below:
 - Appoint the next quilt show chair(s) at least a year ahead of the next show.
 - If there is to be a raffle quilt associated with the next show, appoint someone to take charge of it fairly soon after the prior quilt show has ended.
- ♦ Visit the bank with the new treasurer, the prior treasurer, and the prior president to obtain check-signing authorization.
- ♦ Complete budget planning for each fiscal year in September.
- ♦ Determine, with the board, the board liaisons for each committee. Once determined, the President “owns” that list for distribution and reference.

Guild Meetings & Events

- ♦ Conduct monthly guild meetings.
 - Prepare an agenda for each meeting and provide it to the secretary before the start of the meeting.
 - In the event of inclement weather Initiate and carry out snow-day policy.
 - In the event of inclement weather, consult with the vice president and make a decision as to whether or not to hold the meeting—or to hold the meeting via zoom—by 4:30pm.
 - If the meeting is to be canceled, or switched to zoom, send an e-mail to the membership by 5pm. and notify the web master to put notice on the web site, notify the social media coordinator, and notify the zoom coordinator.
- ♦ Conduct board meetings on a monthly basis.
 - Identify relevant issues and prepare an agenda to provide to board members.
 - Delegate responsibilities as appropriate.
 - Call special meetings as deemed necessary.
 - At the first meeting of the new board, determine the amount of money the board will be allowed to expend without the approval of the general guild membership.
 - Ensure that camaraderie & harmony is present at board meetings, and treat all board members (both elected officers and appointed officers) equally. Camaraderie yields quality results.
- ♦ As needed or if desired, the immediate past president, and/or other committee chairs may be invited to attend board meetings.
- ♦ Utilize Roberts Rules of Order as a guide for conducting meetings especially for the procedural aspects (what’s a quorum, how decisions should be made and in what venues, etc.). Access rules in paper form or on line: <http://www.rulesonline.com>.

Committees

- ♦ Act as an ex-officio member of each committee. The president need not attend all committee meetings, but should probably attend program committee meetings and quilt show committee meetings.
- ♦ Delegate liaison responsibilities to the board members with respect to committees.
- ♦ Monitor all general communications to membership (web site, newsletter, flyers.) to ensure that information is accurate and complete.
- ♦ With the board, appoint a nominating committee chair in January of odd-numbered years.

External Involvement, Fund-Raising & Charity

- ♦ Protect and/or improve the reputation of the guild by ensuring that the guild is represented appropriately to the public in terms of the way we treat outside speakers, our printed materials, our raffle quilt, etc.
- ♦ Make sure that the guild's presence is adequately known in the surrounding communities (e.g. ensure that the "bookmark" flyer is present at the appropriate local quilt-related shops and events; be aware of important quilt-related events and activities and see to it that the guild is represented if appropriate).
- ♦ Ensure that committee chairs fulfill their obligations relative to external organizations, with respect to PR, fundraising, charity, etc. (e.g., see that the raffle quilt representative does whatever is necessary to show the quilt and sell tickets at quilt shows and local appropriate venues).

Corporate Responsibilities

- ♦ Ensure that the Treasurer is prepared to submit the appropriate form to the IRS by January 15th.
- ♦ Ensure that the Secretary is taking minutes at board meetings and is keeping minutes on file.
- ♦ With the help of the Parliamentarian, defend the bylaws and ensure that guild operations are in keeping with the outlined parameters. Now that the guild is an official corporation, we should avoid making changes to the bylaws. The bylaws are intentionally vague to enable flexibility. Most operational changes that may need to be made should be done in this "Job Descriptions/Policies" document. Changes to the bylaws should only be made when absolutely necessary. If and when changes must be made to the bylaws, the board may vote to make such changes, and the president and parliamentarian should coordinate it in accordance with the process outlined in the bylaws and Robert's Rules of Order.

Planning & Other General Responsibilities

- ♦ Ensure that the Parliamentarian is keeping the *Job Descriptions/Policies Procedures* document up-to-date based on board decisions.
- ♦ Direct all officers and committee heads to review their respective job descriptions on the website. They should understand the importance of the Job Descriptions as the tool that enables everyone to understand what's expected of them and what they can expect of others. Thereby, this document helps ensure that the guild functions effectively with minimal of conflict.
- ♦ Support the Parliamentarian in reviewing and updating this Job Descriptions/Policies & Procedures document on a 5-year cycle. In the event that an alteration is needed in that document before the 5-year review, work with the Parliamentarian to make the needed changes.
- ♦ Write a brief monthly article for newsletter that's brief and motivational.
- ♦ Ensure that all crucial guild matters are appropriately accomplished.
- ♦ Assume responsibility for long range planning.
- ♦ Protect the guild's "brand" by ensuring that the guild logo and other graphic characteristics are maintained, as is our friendly nature as a group (the actual brand and related materials is "owned" by the Brand & Graphic Arts Coordinator).
- ♦ Most important, orchestrate a friendly, harmonious atmosphere at events & inspire positive attitudes among all. Exercise great care to use tact and civility in all communications. Remember, in social organizations such as this guild, the feelings of people are usually far more important than procedural matters.

Vice President

Share in the Duties of the President

- ♦ Conduct guild meetings in the event that the president is unable to be present. When filling in at monthly guild meetings prepare an agenda and provide it to the secretary before the start of the meeting.
- ♦ Be aware of needs and advise the president as appropriate.
- ♦ Assist the president in identifying appropriate persons to fill vacancies in committee chairmanships.
- ♦ Serve as liaison with several of the committees as assigned by the president.
- ♦ Help to uphold and/or further the reputation of the guild (e.g., by helping to identify venues where the guild should potentially be represented, helping to insure that the guild flyer is appropriately placed and replenished, helping to identify appropriate opportunities for publicity).
- ♦ Help ensure that committee chairs fulfill their obligations with respect to PR, fund-raising, charity, etc. (e.g., help to make sure that the raffle quilt representative does whatever is necessary to show the quilt and sell tickets at quilt shows and local appropriate venues).
- ♦ Assist the president in orchestrating a friendly, harmonious atmosphere at events & inspiring positive attitudes among all. Exercise great care to use tact and civility in all communications. Remember in a social organization such as this guild, feelings of people are usually far more important than procedural matters.
- ♦ Help to ensure that all crucial guild matters are appropriately accomplished.
- ♦ Assist the president as needed with corporation-related duties:
 - Help ensure that the Treasurer is prepared to submit the appropriate form to the IRS by January 15th.
 - Help ensure that the Secretary is taking minutes at board meetings and is keeping minutes on file.
 - Help ensure that guild operations are in keeping with the parameters outlined in the bylaws. Now that the guild is an official corporation, we should avoid making changes to the bylaws. The bylaws are intentionally vague to enable flexibility. Most operational changes that may need to be made should be done in this “Job Descriptions & Policies” document. Changes to the bylaws should only be made when absolutely necessary. If and when changes must be made to the bylaws, the board may vote to make such changes, and the president should coordinate it in accordance with the process outlined in the bylaws and in Robert’s Rules of Order.
 - In the event of inclement weather on a guild night, participate with the President in the determination to either cancel the meeting or move it to zoom.

VP Specific Responsibilities

- ♦ In the event that an officer or committee chair is unable to carry out her obligations, it is the duty of the vice president to assume those responsibilities until the officer/committee chair is able to resume their effort or until the person is replaced.
 - This will require that the vice president is aware of various situations so as to effectively assist where needed.
- ♦ In the event that a need arises for which there is no logical jurisdiction, the vice president should volunteer to take charge of meeting the identified need (assuming the president does not otherwise assign it).

Treasurer

Bill Payment, Reimbursement, & Income Reimbursement

- ♦ Assume responsibility for retrieving mail from Post Office box on a regular basis and especially right before board meetings (or retrieve it from whomever the board determines should do post-office duty).
- ♦ Pay bills promptly and on time. Maintain a calendar detailing the timeframes of regular expenses of the guild (e.g., the web site expenses, the post office box fee, insurance expenses, zoom fee, Small Game Chance license [May annually]).
- ♦ Promptly reimburse expenditures submitted on signed Expense Reimbursement or Invoice forms after ensuring forms have been correctly completed, signed, and all receipts are properly attached. This is especially important now that the Guild is a non-profit organization and subject to audit.
- ♦ Promptly deposit monies received in bank account.
- ♦ Bring checkbook to all guild functions.
- ♦ Bring several copies of the expense reimbursement form to all guild functions and make sure that the most current version is available on the web site.
- ♦ Make sure that the President gets the board to discuss and determine at the first meeting of the new board the amount of money the board will be allowed to approve without the approval of the general membership.

Corporate Tax Responsibilities

Prepare and submit form 990-EZ to the IRS by January 15th of each year (this is the 15th day of 5th month after the close of fiscal year—August 31). This is the form used as long as annual gross receipts are \$50,000 or less. (Check with the IRS website to ensure that the (\$50,000) number remains the same).

Budget Tracking

- ♦ Maintain and balance checking account.
- ♦ Track income and expenditures within the agreed-upon line-items (note that expense reimbursement forms may contain expenditures relating to more than one line-item).
- ♦ Track money attributable to different fiscal years separately, and/or track money on a bi-annual basis.

Reporting

- ♦ Prepare monthly line item reports and present a copy to each member at each board meeting.
- ♦ Prepare budget summary and make available at guild meetings.
- ♦ Prepare and present a complete, written financial annual report soon after the end of the fiscal year, preferably in September.
- ♦ Notify board and/or president of any concerns regarding budget.

Secretary

Record & Distribute Minutes

- ♦ Record and maintain minutes at monthly board meetings:
 - Record decisions made (include rationale if needed) and record all action items along with responsible persons associated with each as well as any deadlines.
 - Distribute minutes (by e-mail) to board members as soon after each board meeting as possible.
- ♦ Maintain action item list (past & current) and track completion.
- ♦ Record and maintain minutes at monthly guild meetings.
 - Provide meetings minutes to newsletter editor each month by the required deadline.
- ♦ Ensure copies of past three months of minutes are available at guild meetings and all board meetings to respond to questions.
- ♦ Ensure copies of all minutes are archived appropriately.

Communications

- ♦ Handle all inquiries/requests from persons outside the guild. Such inquiries/requests may come from the web site, e-mail, US mail, or telephone.
- ♦ Send out information via the guild Gmail account.
- ♦ Send weekly reminders of upcoming activities to guild members.

Corporate Responsibilities

- ♦ Maintain official copies of the minutes of board meetings. As a corporation, this has more than procedural value. Corporations are obligated to have evidence of the meetings of the officers.
- ♦ Assist the Parliamentarian in maintaining a historical record of all official changes made to the bylaws, ensuring that an action is fully documented in the minutes with the specific wording and the dates of voting. Provide the Parliamentarian with copies of minutes that include official changes to legal documents.
- ♦ Maintain copies of minutes to be passed on to subsequent secretaries.

Membership Chair

Membership Coordination

- ♦ Organize and manage membership renewal and ensure timely distribution of membership cards.
- ♦ Assemble new-member packets and distribute as new members join. Bring a supply of new member packets to each guild meeting. Packets may contain: a membership card, a guild pin & charm, a temporary name badge (handwritten) in a plastic holder, the guild bio questionnaire, and the guild fact sheet.
- ♦ Arrive early and make yourself available during “walk-in” time. Welcome new members and coordinate the joining process: Accept their dues. Present them with a welcome packet and highlight what’s inside. Ask them to complete the bio questionnaire and to return it to you before the end of the meeting (or instruct her to e-mail it to you within the week), obtain her e-mail address if you don’t already have it.
- ♦ Provide newsletter editor with any new member bio information before the newsletter deadline every month.
- ♦ See that nametags are made and kept up-to-date. Maintain box of nametags (arrange them alphabetically to facilitate quick retrieval). Provide temporary nametags for visitors and new members.
- ♦ Provide the hostess and the zoom coordinator with attendance sheets before guild meetings. collect completed attendance sheets before the end of the meeting. File sheets for a year (or more) to allow for analysis.
- ♦ For Zoom-only meetings, use the participant list to create attendance data.
- ♦ For future analysis, maintain data of how many attended, the nature of the meeting, and any mitigating factors (weather, etc.).
- ♦ When the membership reaches the 125 level, create a waiting list as specified in the bylaws.

Membership Database Management

- ♦ Maintain a database of all members (note: a database is defined as a detailed list, using whatever technology is desired by each Membership Chairman).
- ♦ Maintain the member e-mail list on the official guild e-mail account. Make additions, deletions, and corrections as soon as they occur.
- ♦ Distribute complete updated membership list to members as soon as possible after the close of the renewal period.
- ♦ Communicate changes to membership list to board members on a monthly basis, or as they happen.
- ♦ Provide an updated sign-in list in advance of each guild meeting.
- ♦ Provide member birthday information on a regular basis as needed to newsletter editor by the deadline date (be sure to include any and all new members).
- ♦ Protect the list to ensure that it is not used inappropriately (e.g., must not be used as a mailing list for any commercial concern).
- ♦ Per bylaws, members joining after the March meeting, should be assessed half of the amount set for the year. However, the Membership Secretary and the board may decide to reduce the cost of dues to members joining throughout the year on a quarterly or monthly rather than semi-annual basis.

Miscellaneous

- ♦ Make sure that all membership-related material on the web site is up-to-date.
- ♦ Help ensure that all members—both new and old—feel welcome, needed, and well served.

Appointed Officers

Per the By-Laws (Section 4.1) the tenure of all committee chairpersons shall terminate with the installation of a new board of directors, unless requested to continue by the new board of directors.

Parliamentarian

The parliamentarian is “the keeper of the rules and the norms” of the organization

- ♦ Become intimately acquainted with the guild *Bylaws*, the *Job Descriptions and Policies & Procedures* documents, as well as the core values, traditions, and customs of the guild.
- ♦ Support the board as needed as questions arise about bylaws, policies & procedures, and guild customs.
- ♦ Become acquainted with the basics of Robert’s Rules of Order, and provide guidance as needed to the President.
- ♦ Assume the responsibility to help safeguard the guild by ensuring that decisions made by the board and president are in harmony with the Bylaws, Job Descriptions/Policies, as well as guild customs and values. (Bylaws are the most important in terms of compliance; the values and Job Descriptions/Policies are next in importance, and traditions and customs are third.)
 - While it’s not the job of the parliamentarian to “police” the guild, if and when a board is leaning toward an action that’s contrary to dictates of official documents or contrary to important organizational values and traditions, the parliamentarian should consider potential consequences. And if such consequences defy the bylaws or are likely to negatively affect the continuity, stability, or civility of the guild, the parliamentarian is obligated to tactfully call this to the attention of the board, advocate on the side of existing rules/traditions/values, and to encourage further discussion to either mitigate the issues, or to abandon the related initiative. Bottom line, the pros of an initiative need to significantly overshadow the cons or any unintended consequences.
 - The parliamentarian walks a fine line in this duty. She must take care to not become over-zealous. She must recognize that virtually all decisions result in both positive and negative outcomes, and that moderation and common sense is essential.
 - In the event that there is an impasse between the parliamentarian and the president or board, a two-thirds majority vote of the other board members can override the parliamentarian’s objection.
- ♦ If a board determines that a provision of the bylaws should be temporarily set aside, the parliamentarian should take charge of seeking approval for such an action from guild membership.
- ♦ If a board determines that an actual change to the bylaws is warranted, the parliamentarian in company with the president should take charge of that effort in accordance with the provisions of the bylaws (which will likely involve seeking some legal advice since the guild is a 501(c)(3) corporation).
- ♦ Serve as the “keeper” of the guild’s guiding documents:
 - Maintain—and keep current—the organization’s **Bylaws** and other official guiding documents. Three related versions should be maintained: 1) The original official Bylaws, 2) a list of amendments to the bylaws (with related dates), and 3) a “living” version of the bylaws which incorporates the amendments. Work with the guild Secretary in this effort.
 - Maintain the **Job Descriptions/Policies & Procedures document**. Keep it current, documenting needed updates and ensuring the integrity of the document (e.g., avoid changing it too much or too often). A thorough review of the document should be conducted every five years, at which time, input is requested from board members and committee heads. Any time the document is significantly updated, the parliamentarian should share it with the president. In the event that the president and parliamentarian cannot agree on a particular alteration, the issue should be brought to the board for resolution. After mutual agreement has been achieved, the document should be re-posted to the web site.
 - Board members and committee heads whose job descriptions may have been altered should be alerted to review their job descriptions via the website.

Qualifications for the Parliamentarian

The unique responsibilities of the parliamentarian suggest that the person who fills the position will need to have a particular set of abilities and personality traits in order to be effective in the job:

- ♦ The parliamentarian must be someone who has been a past president or who has served on one or preferably two prior boards, and who has been in the guild for an extended period of time.
- ♦ She should be someone who is tactful, judicious, gracious, and able to inspire civility.
- ♦ The parliamentarian should have a well-balanced style (with neither authoritarian nor push-over tendencies).
- ♦ She should be someone who is well respected, gets along well with people, is detail oriented, and is well organized.
- ♦ Continuity in this role would be helpful... the parliamentarian need not change with each incoming president.

Program Chair

Committee Coordinator

- ♦ Assemble program committee to help determine presenters and activities. Meet with committee on a regular basis.
- ♦ Invite guild president to committee meetings (per bylaws, the guild president is an ex-officio member of all guild committees but is, most importantly, a member of the program committee).
- ♦ Serve on guild Board of Directors.

Monthly Guild Program Coordination

- ♦ Attend board meetings, report plans and get board approval in advance of contracting with presenters. Keep the board apprised of expenditures and budget status.
- ♦ Contract with presenters well in advance of their appearance.
- ♦ Maintain a schedule of activities for monthly guild meetings. Programs should be mapped out through December following the end of term of this committee. Seek known, expert speakers for at least half of the meetings.
- ♦ Develop and maintain a list of possible speakers (at least twice as many as might be needed in a year's time). Keep the list up-to-date and prioritized through efforts such as the following:
 - Seek input from the program committee.
 - Seek the opinions of guild members through conversations or surveys. If surveying members, the workshop committee chair might want to participate (so as to minimize confusion and effort).
 - Go online to explore possible speakers.
 - Learn of speakers being engaged by other guilds and seek input from members of those guilds also.
 - At quilt shows, observe quilts that are particularly engaging or impressive, make note of the related quilters, and contact them to see if they speak at guilds.
 - Focus primarily on local speakers (Eastern PA & near-by states).
- ♦ Coordinate presenters.
 - With committee, select speaker candidates and schedule them at least six months in advance.
 - Complete speaker contract and send to appropriate party. Monitor to ensure it is returned promptly.
 - Follow-up with presenters frequently.
 - Arrange for accommodations if needed.
 - Find out the presenters presentation needs (tables up front, A/V, etc.). Learn if the presenter is planning to use her/his own AV equipment. Notify set-up committee of all such needs/plans.
 - Serve as host to the presenter.
 - Gather background information and prepare an introduction to be delivered at the appropriate guild meeting.
- ♦ Coordinate activities.
 - Assume full responsibility—or delegate responsibility—for each activity.
 - Ensure that all is planned well and that all goes according to plan.
 - Ensure the timetable as outlined in signed contract is adhered to.
- ♦ Provide Newsletter editor with upcoming program information in advance of deadline.
- ♦ Provide Web master with program schedule and ensure that program information on the web is accurate.

ZOOM Meetings

- ♦ The board may choose to hold Guild Meetings virtually via Zoom such as: January, February, and May (when the church is unavailable due to voting).
- ♦ For those virtual meetings, it would be wise to select well-known speakers/presenters from outside our geographic vicinity and who are competent in the use of Zoom.
- ♦ For Zoom meetings, make sure that BoM participants and Show & Tell participants have been notified to send photos of their blocks/quilts to the president or designee at least a day before the meeting.

Set-Up

- ♦ Assume responsibility—with set-up chairperson—for set-up at monthly guild meetings.
- ♦ Provide instruction (verbally or via diagram), to the set-up committee, of how the room should be laid out in advance of each guild meeting.
- ♦ In the event that the set-up committee is unable to perform the task or is short staffed, recruit others to do the set-up.
- ♦ If possible, be present during set-up to supervise and to pitch-in (to the extent that you're physically able), unless you need to host a presenter at dinner in advance of the meeting.

Budget

- ♦ The committee budgets will be set by the Board of Directors at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors.
- ♦ Maintain overall budget for guild activities and ensure that we remain within budget.
- ♦ Coordinate with treasurer to ensure that speakers are paid in accordance with contracted parameters.
- ♦ Complete Invoice form for all speakers and give to Treasurer. Attach any invoice received from the speaker. If given to the Treasurer at a guild meeting, the Treasurer will authorize the check and return to you for presentation to the speaker.
- ♦ Complete Expense Reimbursement form for all items requiring you to purchase on behalf of the guild following these guidelines:
 - Obtain receipts for all purchases.
 - Obtain a tax-exempt sales certificate from the treasurer to enable purchases without sales tax.
 - Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.

Newsletter Editor

Note that because the effort to produce an effective newsletter is significant and the related skills diverse, it is recommended that the job be done by two individuals—one to gather and assemble the written component (editor), and one to create the graphical component (publisher). This renders the effort more manageable and increases the likelihood of the production of a good timely publication.

General

Serve on the guild board of directors and serve as the communications arm of the board. Communicating information that is accurate and appropriate demands attendance at all board meetings in order to grasp the correct nuance of the messages.

Information development

- ♦ Establish and communicate a deadline for the receipt of articles.
- ♦ Seek and receive articles and information from guild officers, committee heads, and lay members regarding guild endeavors and quilting-related items of potential interest to the guild.
- ♦ Seek other quilting-related information that would be highly pertinent to guild members, e.g.:
 - Quilt shows
 - Thank you notes
- ♦ Weed out inappropriate items, if any, and tactfully notify related contributors as appropriate.
 - Inappropriate items include commercial advertisements and religious articles.
- ♦ Apply editing as needed to articles to include new or omitted information or to correct any obvious grammatical problems or misspelled names.
- ♦ Organize the articles in a single file within 2 or 3 days after the deadline, or right after the board meeting, whichever is later.

Information & Resources Responsibilities

Per the By-Laws (Section 4.1) the tenure of all committee chairpersons shall terminate with the installation of a new board of directors, unless requested to continue by the new board of directors.

Newsletter Editor

(See description above in the [Appointed Officers section](#))

Newsletter Publisher

Develop material for publication

- ♦ Design an overall format for the newsletter that represents the guild well and presents the material in an easily accessible way. Maintain the same format for at least a year (unless changes become essential). The design should be in keeping with the “brand” established for the guild.
- ♦ If needed, take photos at guild events.
- ♦ Receive “copy” from editor and seek art that will relate to the various articles (use art as needed to facilitate the layout).
- ♦ “Layout” the articles in a way that will:
 - be visually pleasing.
 - utilize an economy of file space (in terms of the electronic aspect) so members won’t have difficulty downloading it).
- ♦ After the layout is complete, convert the file into a PDF format.
- ♦ Maintain a clean “MS Word” file of the “copy.”
- ♦ E-mail the PDF file to the webmaster within 3 or 4 days after receiving the copy if possible. The newsletter should be available to the members at least a week-to-ten-days before guild meeting (earlier if possible).

Distribution

- ♦ The newsletter distribution is electronic. The newsletter publisher sends the finished PDF to the webmaster. Once the webmaster has posted it to the website, she notifies the secretary who sends notice to the members that the newsletter is available on the website, along with the related links.

Brand & Graphic Arts Coordinator

- ♦ Assume responsibility for providing graphical support to others in the guild.
- ♦ Assume responsibility for protecting the guild “brand” by maintaining logo integrity and other accepted graphical standards (preserve the “look and feel”).
- ♦ Support graphics associated with:
 - Flyer design (graphical elements).
 - Newsletter design (graphics only).
 - Signage for commercially-produced posters and banners.
 - Web site (overall appearance).
 - Brochures (graphics, positioning, and writing, but not content).

Webmaster

Groundwork

- ♦ Learn as much as possible about software capabilities to take full advantage of them.
- ♦ As needed, design new features into the website and/or discontinue elements that are less useful.
- ♦ Ensure that the functioning of the web host is effective and that all related fees are paid on a timely basis (coordinate with guild Treasurer for actual payment).
- ♦ Maintain the look and functioning of the site and keep as consistent as possible. Re-design as deemed necessary or appropriate.

Maintenance

- ♦ Assist the guild Treasurer in timely payments to the respective entities to ensure that we don't lose our domain name or our service provider. When the service contract is up for renewal, determine whether we should keep with the current provider or migrate to another that might be more advantageous. Complete any and all technical material related to the service and domain name.
- ♦ Keep administrative elements of the web up to date. For example:
 - the "About VFHQ" section
 - the Links
- ♦ Keep the various aspects of the site that require information from others up to date. If updated information isn't submitted on a timely basis, seek it out from the newsletter editor or publisher or from the respective chairpersons.
- ♦ If someone requests putting something on the web that you think may be questionable, seek approval from the board.
- ♦ Keep the web site visually appealing by updating photos at appropriate intervals

Notification

- ♦ Notify the guild secretary who will send an e-mail to all members as soon as the newsletter becomes available.

Social Media Coordinator (*e.g. Facebook*)

- ♦ Post info on upcoming events and activities.
- ♦ Post photos from events and guild functions (which can also be done by any guild member...).
- ♦ Monitor entries for appropriateness ... remove inappropriate postings.
- ♦ Block inappropriate posters.

Zoom Coordinator

Groundwork

- ♦ Learn as much as possible about Zoom's software capabilities to take full advantage of them.
- ♦ Brainstorm ways to make the most of our investment in Zoom.
- ♦ Ensure security of VFHQ Zoom account login & password. Currently only given to Zoom Coordinator, President & Vice President.
- ♦ Ensure that the related fees are paid on a timely basis (coordinate with guild Treasurer for actual payment).

Maintenance

- ♦ Assume responsibility of receiving requests for the use of the guild Zoom account. Most requests should be guild-related in terms of quilting or friendship within the guild. Other requests may be granted at the discretion of the Zoom Coordinator.
- ♦ Schedule all Zoom requested meetings within the Zoom application using VFHQ login/password.
- ♦ Coordinate timing of Zoom use to avoid overlaps.
- ♦ Ensure that an "event leader" has been designated for all guild events that will be utilizing the Zoom application (including general guild meetings, workshops, bees, and other special events).
The Zoom Host can give Co-Host rights to event leader once both have joined Zoom meeting.
It is probable that the president will serve as "Zoom host/event leader" for general guild meetings and major events. And it's likely that those in charge of specific workshops and bees will want to assume the role of "Zoom co-host." If not, the Zoom Coordinator should assume "Zoom host" responsibilities for those events or should designate that role to others who are competent in the use of Zoom.
- ♦ Instruct users as to the technical use of the application and respond to problems that users may have.
- ♦ Help members who have difficulty "tuning in" to our meetings and events.
- ♦ If and when we experience difficulty with the capability that is not due to our actions, contact Zoom to resolve the issue.

Notification

- ♦ Create communications of Zoom links and forward to event leader, VFHQ President, and VFHQ Secretary. The Secretary should forward the link to Guild email distribution list or the appropriate audience.
- ♦ Keep the guild president aware of who will be assuming "Zoom leader" responsibilities for various events.

Historian

- ♦ Capture the essence of guild experiences and maintain the related material in an archive. All materials are to be archived digitally to an external hard drive.
- ♦ Collect pictures of guild activities and the related people.
 - Take photos at guild events.
 - Gather photos from others that may be useful for historical purposes.
 - Make photos available to others as requested (e.g., newsletter, publicity, Facebook).
 - Label and store photos on the guild's external hard drive.
- ♦ Make sure that past archival material is being maintained. Currently, our paper archival material is being stored at Cathy Fennell's home. The external hard drive stays with the current Historian and maintains the archival material on it.
- ♦ Exhibit prepared archival materials at guild meetings whether physical scrapbook segments or PowerPoint presentations. (PowerPoint shows at meetings can be delegated, depending upon software savvy and interest).
- ♦ Display scrapbook material (whether physical or electronic) at guild meetings as appropriate.
- ♦ Ideally, the historian should be competent in technologies associated with archiving material (digital photography, scanning images, developing PowerPoint presentations, burning CDs, etc.)
- ♦ Historians have traditionally held the post for one term (similar to elected officers).

Librarian

Maintain the Guild's Library

- ♦ Purchase new books periodically to keep materials up-to-date.
 - Develop and maintain a system of identifying new materials to guild members.
- ♦ Write occasional book reviews for Guild newsletter.
- ♦ Weed out worn, dilapidated, and/or out of date materials and contribute them to "Grandma's Attic" for the guild quilt show.
- ♦ Peruse Grandma's Attic for possible books that should be added to the library.
- ♦ Repair materials and books, as needed.
- ♦ Make library available at each meeting.
- ♦ Help to ensure that members are aware of the availability of the library and that all know what to do to check out books.
- ♦ Make sure the book list on the web site is up to date. As additions are incorporated and as older materials are purged, update the list and submit it to the Webmaster.
- ♦ Keep track of books. If books are out over an extended period of time, contact the borrowers to provide gentle reminders.

Budget

The committee budgets will be set by the Board of Directors at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors. Items purchased on behalf of the guild are reimbursable following these guidelines:

- ♦ Obtain a tax-exempt sales certificate to allow purchases without sales tax.
- ♦ Obtain receipts for all purchases.
- ♦ Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.

Guild Meeting Responsibilities

Per the By-Laws (Section 4.1) the tenure of all committee chairpersons shall terminate with the installation of a new board of directors, unless requested to continue by the new board of directors.

Program Chair

(See description above in the [Appointed Officers section](#))

Hostess

Greeting

- ♦ Arrive 30-minutes early for guild meeting and make sure the hostess table has been placed adjacent to the entrance door.
- ♦ Gather needed materials from the cabinet and arrange them appropriately on the hostess table.
 - A couple of pens.
 - Tickets for door prizes.
 - Box to receive door prize tickets.
 - Obtain attendance sheets from Membership chair.
- ♦ As members and guests arrive, direct them to “sign-in”
 - Members sign-in by putting their initial beside their name on the Attendance Form.
 - Guests and new members should write their name on the Attendance Form, indicating if they are a guest or a new member.
 - Collect guest fee from guests (the fee is \$10 when there’s a guest speaker, and \$5 when there is not a speaker).
 - Immediately notify the Membership Chair (who should be stationed near the hostess table) of those who wish to join as new members.
 - If a member does not have a name tag, notify the Membership Chairman.
 - If you notice that set-up people or officers have been too busy to sign-in, do so for them.
- ♦ Sell door-prize tickets.
- ♦ Provide names of new members and guests to President as soon as available.

Door Prize Coordination

- ♦ Acquire and/or purchase, in accordance with the approved budget, door prizes for each meeting, and wrap them appropriately. There should be two or three door prizes per meeting.
- ♦ When President announces readiness for the Door Prize raffle to begin, coordinate the drawing of the winning tickets.
 - Have new members and/or guests draw the winners.
 - Announce the ticket number and when the winner is identified, announce the winner’s name ensuring the Secretary has clearly heard the name for recording in the minutes.
- ♦ Give treasurer the door receipts, and account for the income separately (guest fees, door prize).

Post-Meeting Follow-Up

- ♦ Pack up Hostess table materials and store in cabinet.
- ♦ Give attendance sheets to Membership Chair.

Budget

- ♦ The committee budgets will be set by the Board of Directors at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors. Items purchased on behalf of the guild are reimbursable following these guidelines:

- Obtain a tax-exempt sales certificate to allow purchases without sales tax.
- Obtain receipts for all purchases.
- Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.

Hospitality

Act as a liaison between guests/new members and existing members, to ensure that new people feel welcome

- ◆ Arrive at guild meetings 20-30 minutes early and station yourself near the entrance (but not at the table) while people are walking in.
 - Be alert to the Membership Chair who might clue you into to the existence of new members & guests.
 - If there are more new-members/guests than you can handle, seek help from some other friendly guild members. If all else fails, give priority to the new members.
- ◆ Introduce new members & guests to other guild members and try to instigate conversations between them (so they'll feel comfortable interacting with more people than just you the next time they come).
- ◆ If the person is interested in joining the guild and has not yet met with the Membership Chair, initiate that introduction so that the initial administrative needs can occur. Either stay with the new member during that process, or meet up with her afterward.
- ◆ Sit with the new person when the meeting begins (unless another member has taken that person under their wing).
- ◆ Watch for recent new members at subsequent meetings to ensure they're not alone and feeling awkward.
- ◆ Explain aspects of the guild as time permits, e.g., library, snack table, etc. (you can use the guild's informational flyer as a cheat sheet).

Refreshments Chair

Preparation

- ♦ Inventory supplies in the cabinet—paper plates, napkins, cups, etc.— and purchase supplies as needed.
- ♦ Send member refreshment list each month to newsletter editor in accordance with appropriate deadline.
- ♦ Remind those who've signed up for refreshments each month via calls, texts, or e-mails.
Also, remind them to bring any needed serving implements (*which they should also remember to take home afterwards along with any left-overs*).

Monthly Meeting Activity

- ♦ Water and Ice should be available at every meeting.
- ♦ Arrive 20–30 minutes early to set up:
 - Ensure that the refreshment tables are in place and cover with table cloths.
 - Arrange drinks & ice on the counter.
 - As people arrive with their refreshments, make sure they're attractively placed and that serving implements are in place.
- ♦ As needed, circulate refreshment sign up list for members to bring refreshments and drinks during guild meetings.
- ♦ At those meetings where refreshments are handled differently (e.g., holiday party, annual picnic, ice-cream social), you'll probably need to provide the ice and the beverages. Coordinate with the person in charge of the activity to see if there's a theme or a color they'd like used.

Post-Meeting

- ♦ After the meeting, clean up refreshment area:
- ♦ See that those who brought refreshments take the remainders, and the respective dishes and implements, with them.
- ♦ Distribute any open drink bottles to either the persons who provided them or to other willing recipients. Store un-opened bottles in cabinet (unless the one who brought them wishes to take them home). Optionally, you may leave unopened beverages on the counter with a note: "for church social."
- ♦ Wipe down counters.
- ♦ Gather trash and deposit bags in the outside bin. Replenish trash bags. Do this last (as late as possible to ensure that all trash—especially food related trash—gets removed from the building).
- ♦ Store all paper supplies, etc. in cabinet.
- ♦ Work with the Set-up Coordinator (who is responsible for the cabinet) in the effort to keep the cabinet organized and orderly.

Budget

- ♦ The committee budgets will be set by the Board of Directors at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors. Items purchased on behalf of the guild are reimbursable following these guidelines:
 - Obtain a tax-exempt sales certificate to allow purchases without sales tax.
 - Obtain receipts for all purchases.
 - Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.

Set-Up Coordinator

Preparation

- ♦ Assemble and maintain a committee (many hands make light—and more fun—work). Remind them before each meeting when they're to arrive and provide general information as to how the room is to be set.
- ♦ Receive set-up instructions a few days before guild meeting from the program chairperson (or from her designee) indicating the specifics of how the room should be set.
- ♦ Maintain a collection of standard set-up floor plans from which the program chair can choose for each meeting. Assign each a name or number or letter to facilitate communication.
- ♦ Be aware of the program schedule so as to identify any possible needs that may not have been anticipated.
- ♦ Assume “ownership” responsibility for the cabinet, including its organization. Work with others to map out reasonable storage space for materials and to keep it orderly.

Monthly Meeting Activity

- ♦ Arrive an hour early for every guild meeting held in Good Shepherd Church Hall with the committee.
- ♦ The following are standard set-up tasks (which may differ, depending on the activity):
 - Place tables & chairs as indicated on the floor plan.
 - Place sign posts on tables (the wood blocks & dowels with clothes pins and signs should be stored in the cabinet).
 - If irons are to be used, lay out any needed extension cords. Try to plug each iron into a different receptacle to minimize chances of blowing a circuit. As people bring ironing pads and irons, see that they're placed in the most useful way.
 - Take charge of information table and place a few copies of the guild's informational flyer as well as the framed flyer. Make space for other quilting-related handouts and keep the space neat. Discard outdated material.
- ♦ Find ways to make set-up a congenial activity each month and be sure to thank members who helped.

Guild Event Responsibilities

Per the By-Laws (Section 4.1) the tenure of all committee chairpersons shall terminate with the installation of a new board of directors, unless requested to continue by the new board of directors.

Workshop Chair

Guild Workshop Planning & Scheduling

- ♦ Coordinate with program chair and attend program committee meetings to help identify outside experts and topics that guild members would appreciate.
- ♦ Maintain the schedule of guild workshops including those involving: outside experts, guild members, comfort (or charity) quilts, etc.
- ♦ Make arrangements for outside experts:
 - With program committee, choose workshop candidates and schedule them.
 - Complete contract and send to appropriate party. Monitor to ensure it is returned promptly.
 - Know cancellation date of workshop presenter so as to not lose any money if the workshop needs to be canceled.
 - Follow-up with workshop presenters frequently.
 - Arrange for accommodations if needed.
 - Serve as host to the workshop presenter (provide that person's lunch, etc.).
- ♦ Coordinate sign-ups (e.g., sheets at meetings, on-line signups, emails, or other methods).
- ♦ Coordinate the distribution of any supply lists, patterns, etc.
- ♦ Monitor the web site to ensure that all workshop-related information is accurate and up to date. Provide Webmaster with updated information.

Financial Arrangements

- ♦ Determine cost to participants.
- ♦ Collect in full all workshop fees when member signs up for a workshop.
- ♦ Coordinate the gathering of fees and the subsequent submission to treasurer.
- ♦ Coordinate dispersal of refunds if appropriate.
- ♦ Coordinate with treasurer to ensure that workshop presenters are paid in accordance with contracted parameters.
- ♦ Guild members leading workshops may be paid as desired. We pay \$100 to individual member presenters and \$50 to each presenter in a group of member presenters.
- ♦ Complete Invoice form for presenter and provide to Treasurer before the date of the workshop so payment can be given at close of workshop.

Building Arrangements and Set-Up

- ♦ Determine the location where the workshop should take place, schedule it, and arrange for payment of use fees or donations.
 - Complete Invoice form and provide to Treasurer.
- ♦ Determine set-up requirements & coordinate the acquisition of needed items (e.g., extension cords, irons, etc.).
- ♦ Solicit help for set-up and ensure that all is ready in time.

Retreat Coordinator

Overall

- ♦ Plan quilt retreats for guild members. The guild will support two retreats per year: a Spring Retreat (typically in April or end of March); and a Fall Retreat (typically in November).
- ♦ Utilize co-chairs or committee members to head up various aspects as needed.
- ♦ Monitor the web site to ensure that all Retreat-related information is accurate and up to date. Provide Webmaster with updated information.

Pre-event

- ♦ Coordinate with the appropriate venue to reserve space and accommodations.
- ♦ Identify all applicable deadlines.
- ♦ Promote the event with all appropriate information to membership:
 - Newsletter.
 - Website.
 - Flyers.
 - Announcements at meetings.
- ♦ Identify those who are interested, coordinate the gathering of appropriate funds, and transfer related funds to the treasurer in a timely fashion.
- ♦ Non-members who wish to attend the guild retreats are welcome and should not be charged more than members to attend.
- ♦ Make rooming assignments.
- ♦ Provide participants with information that will help ensure the event will be successful for all:
 - Assignments.
 - Schedules.
 - Food plans (if any).
- ♦ See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.
- ♦ Coordinate transport of any needed guild supplies from the shed to the venue.

During Event

- ♦ Serve as liaison between venue (and other event-related entities) and members to ensure that all have an enjoyable time.
 - Accommodations.
 - Electrical, AV and other equipment.
- ♦ Troubleshoot any foreseeable difficulties.
- ♦ Mitigate any problems that arise.
- ♦ Communicate any changes to participants & others.
- ♦ Serve as hostess, ensuring that participants are having an enjoyable experience.
- ♦ See to the payment of services as agreed.

Post-event

- ♦ Make sure that all guild equipment and materials are returned to and properly stored in the shed.
- ♦ Work with guild treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures.

Bee Coordinator(s)

Coordinate one or more of the quilt bees (whether Afternoon, Evening, Zoom, etc.)

- ♦ Develop and maintain a list of people who are willing to host bees
(note: designating a host may be optional, e.g., zoom bees may not require a host).
- ♦ Keep a schedule, rotating hosts each month.
- ♦ Contact designated hosts a few days to a week in advance of the date of the bee to make sure that everything is set for the bee to occur there.
- ♦ Promote bees by providing information (date, time, place) for the following communications vehicles
 - Newsletter.
 - Weekly Reminder (sent by guild secretary).

Quilt Show Chair(s)

Advanced Preparations

The board should Identify Quilt Show chair(s) about a year out (*an individual or a team of two tends to work best*)

- ♦ Make sure that the desired **date** has been selected and scheduled with the facility.
(*note: at the conclusion of the prior quilt show, the prior quilt show chairs and/or the guild president may have identified date for the subsequent quilt show & reserved the facility—two years in advance*).
- ♦ Determine show elements or components based on prior show features (*see prior program*).
- ♦ Report the above to the Guild Board for their input.
- ♦ Review and update quilt show job descriptions (as well as any reports and materials from prior quilt show).
- ♦ Assemble Committee about 8-10 months in advance.

- SAMPLE COMMITTEE STRUCTURE

Administrative	Promotion/Graphics	Exhibition	Attractions/Venues
Organization/Guiding Facility Liaison Finance Administrator Staffing Admissions/Reception Secretary	Printed Materials Flyer Distribution Publicity publications & promotion to other guilds Promotional Signage (outdoor) Photography Vendors & Ads Sale Quilts	Quilt Reg/Check-in Description Cards/Database Quilt Racks & Lighting Facility Setup Quilt Hanging Décor Directional Signage (indoor)	Boutique Grandma's Attic Chance Auction Raffle Quilt Miniature Quilt Raffle Basket Raffle Product Raffle Comfort Quilts Exhibit Café/Bake Sale Quilt Appraisals Demonstrations Viewer's Choice

- Identify possible individuals to fill the roles (confer with guild board as needed).
- Talk with identified individuals & request their participation (share job descriptions).

Scheduling

Determine major milestones and establish target dates for completion which would include the following (which assumes the quilt show is in October):

- ♦ Hold first committee meeting—January-March.
- ♦ Door prize requests out—March.
- ♦ Notify organizations that use the church in writing—March.
- ♦ Print flyers—June.
- ♦ Vendor agreements and ads. Begin ASAP—April.
- ♦ Ensure that flyers go to quilt shows—a month in advance of each show.
- ♦ Distribute quilt registration form (put on web)—June.
- ♦ If doing a raffle quilt, ensure our license is in effect—as soon as ready to sell tickets.
- ♦ Begin staffing for on-site roles (e.g. building sign-up genius)—August.
- ♦ Deadline for quilt registration—September.

Preparations

- ♦ Determine start point for activating committee members and initiating promotion/publicity.
- ♦ Hold regular committee meetings to coordinate activity, motivate effort, and assure accountability. Hold meetings often enough to facilitate making sure that nothing falls through the cracks and that there's no duplication of effort—but not so often as to become a burden.
- ♦ Have each committee member identify their own milestones and target dates.
- ♦ Follow-up with committee members with respect to their identified milestones and troubleshoot where you see difficulties arise.
- ♦ Monitor the web site and social media to ensure that all quilt-show-related information is accurate and up to date. Provide Web-master and social media coordinator with updated information.

Event Schedule

- ♦ Quilt check-in—October guild meeting.
- ♦ Thursday set-up 12 noon start (take photos of rooms prior to set-up).
- ♦ Show—Friday & Saturday.
- ♦ Take down—start 4pm Saturday.
- ♦ Quilt check-out & pick-up—5pm Saturday.

During Event

Provide oversight for the event. For times when you won't be there in person, designate another person to provide oversight and make sure the staff knows who that is.

- ♦ Periodically visit the various venues to foresee any potential problems.
- ♦ Be available in the event of problems & mitigate any problems that arise.
- ♦ Pay particular attention to shift changes to ensure that each role is being filled.
- ♦ Serve as liaison with facility for any issues that arise.

Post-Event

- ♦ Support the check-out or repatriation of quilts and other materials to their owners.
- ♦ With the guild board, identified date for the subsequent quilt show & reserved the facility (two years out).
- ♦ Work with quilt show finance administrator and guild treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures.
- ♦ Coordinate with the guild board to identify the date for the subsequent quilt show & reserved the facility (two years in advance).
- ♦ Hold post-event meeting to review what went well and any improvements for subsequent shows.

Budget

The quilt show budgets will be set by the Board of Directors at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors. Items purchased on behalf of the guild are reimbursable following these guidelines:

- ♦ Obtain receipts for all purchases.
- ♦ Obtain a tax-exempt sale certificate to allow purchases without sales tax.
- ♦ Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.
- ♦ Give completed form to Quilt Show Finance Administrator.

***** See separate documents for specific committee responsibilities**

Projects & Support Responsibilities

Per the By-Laws (Section 4.1) the tenure of all committee chairpersons shall terminate with the installation of a new board of directors, unless requested to continue by the new board of directors.

Comfort Quilt Chair

Coordinate Comfort Quilt Projects

- ♦ Form a core committee to participate in the coordination of the following.
- ♦ Plan and organize comfort quilt workshops and other related get-togethers.
 - Work with workshop coordinator to identify appropriate dates.
 - Promote the events via the newsletter, Announcements at guild meetings, etc.
- ♦ Identify potential recipient organizations to receive the quilts.
 - Solicit ideas from members as appropriate.
 - Gain approval from the board on recipient determinations.
- ♦ Coordinate with chosen recipient organizations to ensure that their needs are understood.
- ♦ Solicit help from members in terms of materials, kit making, and quilt making.
- ♦ Purchase materials and/or seek donations of materials for comfort quilt projects as needed.
- ♦ Coordinate the preparation of kits for the comfort quilts.
- ♦ Distribute /retrieve kits throughout the year at monthly guild meetings and other guild gatherings from members.
- ♦ Organize and manage all related materials and ensure they are properly stored.
- ♦ Deliver completed quilts to the recipient organizations.
 - Provide photos and information about quilt donations to newsletter publisher, historian, and board liaison.

Budget

The committee budgets will be set by the Board of Directors at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors. Items purchased on behalf of the guild are reimbursable following these guidelines:

- ♦ Obtain a tax-exempt sale certificate to allow purchases without sales tax.
- ♦ Obtain receipts for all purchases.
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Member Comfort Chair

Coordinate Comfort Quilts for Members in Crisis

- ♦ Identify guild members who are in dire straits with serious life challenges—and in great need of comfort, such as:
 - A member receiving a diagnosis of a serious life-threatening illness.
 - The death of an “immediate” family member (this includes spouse, son, or daughter),
- ♦ Notify the board of plans.
- ♦ Solicit and coordinate help and materials from other guild members in the creation of quilts for identified individuals.
 - Use discretion in how the materials and/or help is solicited... take care to protect privacy in sensitive situations.
- ♦ Arrange to give the quilts in confidence, or in other words, the quilts should not be presented in a public setting.

Budget

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Sunshine Chair

Send Comfort to Guild Members in Need

- ♦ Be alert to serious difficulties or crises in the lives of guild members (e.g., serious illness, serious illness or death of a close family member, etc.).
- ♦ Send a card, in behalf of the guild, to members experiencing serious difficulty. (To avoid hurt feelings over the possibility of unequal treatment, flowers should not be sent without the approval of the board).
- ♦ Notify the guild president of guild member difficulties, if she’s not already aware.
- ♦ Be respectful of a member’s desire for confidentiality if requested (and notify guild president of such requests).
- ♦ With the agreement of the person involved in the crises, send a condolence message to be published in the newsletter.

Budget

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AccuQuilt Coordinator

Storage

- ♦ Properly store all components of the AccuQuilt cutting system at the church.
- ♦ Maintain/clean dies as directed by the manufacturer.

Usage

- ♦ Oversee and train members to use the cutting system according to manufacturer's directions.
- ♦ Coordinate with Workshop chair and make sure it's available at guild workshops or events (workshops, retreat, etc.) as needed.
- ♦ As needed, transport the unit and dies to guild workshops or events that are not being held at the church. If unable to transport, find someone who can provide transport.

Budget

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Challenge Chair

Member competition to create a quilted project fulfilling the pre-set requirements for that challenge year, historically September through September.

Develop the Concept

- ♦ With an ad-hoc committee (or with the board), brainstorm possible challenge possibilities, commencing no later than July.
- ♦ Get board approval.
- ♦ Develop the rules and get final board approval by August.
- ♦ The new challenge should be announced at the September meeting right after the winners of the prior challenge have been announced.
- ♦ Prepare a summary of rules and have printed copies available at meetings and on the web site.

Year Long Coordination

- ♦ Promote interest with periodic announcements at meetings and in the newsletter.
- ♦ Serve as arbiter when questions arise regarding the rules.

Finale

- ♦ Coordinate with program chairman and president for special requirements at September guild meeting:
 - Create ribbons (or have someone create ribbons and ensure their readiness).
 - Prepare Instructions for submission to be announced at meetings & detailed in newsletter (see prior newsletters for past details).
 - Get the help of people not entering the competition to get quilt racks from the shed, set them up and pin up the quilts.
 - Coordinate voting process including ballot prep. (Remind voters to draw a line under a 6 or a 9.)
 - Orchestrate the counting of votes (delegation is fine). Should be done by more than one person.
 - Orchestrate the subsequent announcements or provide information to president to do the honors.
- ♦ Items purchased on behalf of the guild are reimbursable following these guidelines:
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 - Obtain receipts for all purchases.
 - Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.

Raffle Quilt Developer (*Optional*)

The Raffle Quilt Developer is appointed by the President as soon as the prior quilt show has ended - October

Create Raffle Quilt

- ♦ Research possible designs and get input from others in the guild.
- ♦ Propose design(s) to the board for approval.
- ♦ After design is approved by board, purchase the required fabrics.
- ♦ Organize a member workshop to sew blocks – January.
 - Create kits for participants prior to workshop.
- ♦ Completed quilt to appointed quilter by May 1.
 - Quilting to be completed by July 1.

Raffle Quilt Marketer (*Raffle Quilt Tickets & Exhibiting*) (Optional)

Exhibiting Quilt

- ♦ Become acquainted with the guidelines for exhibiting the raffle quilt and make sure that all who are entrusted with the quilt are also acquainted with the guidelines (see next page).
- ♦ Order tickets.
- ♦ Arrange for exhibiting the quilt at major quilt shows.
- ♦ Contact personnel for the Hershey and Oaks Quilt Shows to exhibit quilt(s) and sell raffle tickets.
 - Coordinate who will be setting up and when.
 - Develop a schedule and coordinate sign-ups for people at the sales table.
 - Arrange for appropriate change for cash box (and account for it when income is returned).
 - Make sure sales people know what to do.
 - Arrange for receipt of the quilt, etc. after the event.

Coordinate the Sale of Raffle Tickets

- ♦ Organize the tickets that members are obligated to sell (\$10 worth each)
 - Write each member's name on individual envelopes and insert 12 tickets in each.
 - Record the ticket numbers that are being disseminated to each member.
- ♦ Provide the ticket envelopes to members.
 - Collect \$10 for each envelope provided to each member (collecting this at the time the members receive the tickets is the best policy and much easier to coordinate).
 - Keep good records of who has received their envelopes.
- ♦ Provide additional tickets to members as requested and keep track of the ticket numbers of the tickets provided.
- ♦ Keep track of all money received and provide it (and the related accounting) to the treasurer (keep moneys from different sources separate).
- ♦ Seek possible new venues for selling tickets, but be sure to protect the quilt from any possible harm.

Quilt Show info & related details

- ♦ Oaks quilt show -- Mancuso
 Show dates: _____ Contact dates: _____
 Contact info: Scott Houston <scott@quiltfest.com>
- ♦ Hershey Quilt Show – (company?)
 Show dates: _____ Contact dates: _____
 Contact info: _____
- ♦ Lancaster quilt show – (company?)
 Show dates: _____ Contact dates: _____
 Contact info: _____
- ♦ Lancaster quilt show – (company?)
 Show dates: _____ Contact dates: _____
 Contact info: _____

Guidelines for Exhibiting Our Raffle Quilt...

Options

When you're going to sell raffle quilt tickets, there are 2 options for showing the quilt:

- ♦ Print out the raffle quilt photo/sign that's available on the web site (on high-quality smooth paper or photo-quality paper) and either frame it, insert it in a Plexiglas stand, mount it on cardboard, or insert into a plastic sleeve.
- ♦ Borrow the quilt itself—there is a risk every time the actual quilt is exhibited. A quilt show or fair would be an appropriate venue to display the quilt itself. See the following guidelines for displaying the quilt.

Instructions for displaying the quilt

- ♦ To schedule the quilt, contact the Raffle Quilt marketer.
- ♦ To receive an allotment of raffle tickets as well as the appropriate materials (see inventory below), contact the Raffle Quilt marketer.
- ♦ The guild quilt rack should be used when displaying the quilt whenever possible.
- ♦ Do not display the quilt near food or any other substance that could harm the quilt (i.e., a booth or table next to the quilt using paints—especially spray paints).
- ♦ Do not expose the quilt to the elements (i.e. sun, rain), or display where birds could contribute their “adornments.” Prior to being hung outside, consult with the board of directors.
- ♦ Do not leave the quilt unguarded.
- ♦ Do not display the quilt over-night unless it is hung at an actual quilt show in a locked room with 24-hour paid security.
- ♦ The quilt may not be kept overnight in a house where someone smokes.
- ♦ The quilt may not be stored in a car overnight unless the car is inside a locked garage.
- ♦ Drape the pillowcases/shams artfully over the horizontal rail of the quilt rack, if applicable.
- ♦ At the close of an exhibit, fold the quilt in thirds to avoid creating a permanent crease. Replace all materials in the containers provided and return to Raffle Quilt Marketer.

Inventory of raffle quilt materials – ensure all items are accounted for

- ♦ The quilt.
- ♦ Quilt stand (When packing up the quilt stand after the exhibit, be sure to replace the cardboard protectors on the spindles and replace each stand in the plastic sleeves before packing in black bag).
- ♦ Sheet or muslin to spread on floor to protect quilt while hanging.
- ♦ Raffle tickets (sold and unsold).
- ♦ State raffle license (copy)—enclosed with this copy of instructions in a plastic sleeve.
- ♦ Cash box.
- ♦ Container for ticket stubs.
- ♦ Guild logo sign—framed.
- ♦ Raffle quilt information sign—framed.
- ♦ Quilt show flyers (or guild flyers if quilt show flyers are not yet available).
- ♦ Business cards of the person who did the long-arm quilting.
- ♦ Pens (the nice ones).
- ♦ Raffle ticket selling tips—two copies in plastic sleeves.
- ♦ Guild table cloths (2) with logo or Guild name banner (when available)—to attach to front of table.
- ♦ This instruction sheet—in plastic sleeve.

50/50 Raffle Chair

Monthly Meeting Activity

- ♦ Arrive at guild meetings 20-30 minutes early and station yourself near the entrance while people are arriving.
- ♦ Gather needed materials from the cabinet.
 - Tickets.
 - Pens/pencils.
 - Container to receive sold tickets.
 - Envelope or other means to place winnings to present to winning ticket holder.
- ♦ Sell tickets before the meeting and at break.
 - One ticket for \$1.00 or Six tickets for \$5.00.
 - Count total amount received for tickets and determine winnings (one-half of the intake).
- ♦ Winning ticket(s) will be drawn immediately after break.
 - Ask new member or guest to pull the winning ticket.
 - Announce the winner and the dollar amount of winnings.
 - Ensure the Secretary has recorded the name of winner and amount won.
- ♦ Give the guild's one-half of intake to the Treasurer which is deposited in the AccuQuilt income category.

Post-Meeting

- ♦ Store all materials in cabinet.

Block of the Month Chair (*optional*)

Preparation

- ♦ Determine a plan for the quilt/project—spanning a 12-month period—for a monthly quilt block project to be made by participating guild members.
- ♦ Obtain consent from the board before presenting the plan to the general membership.
- ♦ Distribute detailed instructions for each month's block on a monthly basis or, if the designs are coming from a book, make arrangements to provide the book (paying attention to copyright issues). If providing materials on a monthly basis, choose a suitable method of disseminating the information, such as the newsletter, weblink, emails, and/or paper copies.
 - Newsletter (in accordance with related deadlines). Note: The newsletter people will provide the information to the website.

Budget

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 - Obtain receipts for all purchases.
 - Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year. Give completed form to Treasurer.
- ♦ Acquire and/or purchase—in accordance with approved budget—prizes for monthly prize drawing for those who completed the block each month.

Monthly Meeting Activity

- ♦ Arrive about 20-minutes early for each guild meeting to set-up.
 - Set a table where participants can enter their names for the drawing (including small pieces of paper and pencils and a receptacle for the entries. If desired, this table could also be a place where participants exhibit their particular completed blocks.
- ♦ If completed blocks are to be displayed on a table, see that they're arranged neatly.
- ♦ Coordinate drawing among the names of the participants and award the prize, when requested to do so by the President.
 - Have the winning ticket drawn by a new member or guest.
 - Announce the name of the winner (distinctly enough for Secretary to capture it).
- ♦ Alterations for zoom meetings:
 - The president or a designee will send an e-mail a week or so before the meeting to solicit photos to display during the Zoom meeting.
 - On the day of the meeting, obtain the names of those who've submitted block photos from the president/Zoom-host and write those names on separate small pieces of paper for the drawing.
- ♦ Following the drawing, show an example of next month's block.

Fat Quarter Raffle Chair (*optional*)

Preparation

- ♦ Determine a format and/or theme for the raffle spanning a three-month period.
 - For every fat quarter donation, member puts an entry in the container.
 - At end of quarter, winner receives all the fat quarters.
- ♦ Present format/theme and guidelines for each quarter's raffle:
 - To board of directors.
 - To members at monthly guild meeting.
 - To newsletter editor.

Guidelines

- ♦ Fabric must be "quilt-shop" quality.
- ♦ Fabric must keep with the theme.
- ♦ Contributors should indicate whether their fat quarter has been washed or is unwashed.

Monthly Meeting Activity

- ♦ Arrive about 20-minutes early for each guild meeting to set-up.
 - Make sure that a table has been placed for the Fat Quarter Raffle.
 - Provide container for fat quarters.
 - Set out paper and pencils for members to write their names for entry into drawing.
 - Provide container for participants' entries.
- ♦ As people arrive and deliver their fat quarters, see that they are put in proper container.
- ♦ Coordinate drawing from the names of the participants and award the prize, when requested to do so by the President.
 - Have the winning ticket drawn by a new member or guest.
 - Announce the name of the winner (distinctly enough for Secretary to capture it).
- ♦ Following the drawing, present guidelines for next quarter raffle.

Post-Meeting

- ♦ If fat quarters were not awarded (not the third month of the quarter), take the container with fat quarters home and bring all back to the next meeting.