

Job Descriptions and related policies

Updated: August 2007

C O N T E N T S

ELECTED OFFICERS	GUILD MEETING	OTHER EVENTS	INFO & RESOURCES	PROJECTS & SUPPORT
<i>The “Board”</i>	<i>Programs</i>	<i>Workshops</i>	<i>Newsletter</i>	<i>Raffle Quilt</i>
<i>President</i>	<i>Set-up</i>	<i>Bees</i>	<i>Web Master</i>	<i>Block of Month</i>
<i>Vice President</i>	<i>Hostess</i>	<i>Retreats</i>	<i>Publicity</i>	<i>Challenge</i>
<i>Treasurer</i>	<i>Hospitality</i>	<i>Excursions</i>	<i>Historian</i>	<i>Comfort Quilts</i>
<i>Secretary</i>	<i>Refreshments</i>	<i>Quilt Show</i>	<i>Library</i>	<i>Member Comfort</i>
<i>Membership</i>			<i>AQS Books</i>	<i>Sunshine</i>
				<i>Members</i>

To help ensure smooth running of guild endeavors, the various committees are assigned a liaison on the board. When a committee question, concern, or problem arises that should be escalated, the related committee head should contact the appropriate board contact or liaison. Conversely, board members are responsible for representing the related committees in board meetings.

President <i>Chris</i>	Vice Pres & Workshops <i>Jean</i>	Treasurer <i>Gail</i>	Secretary <i>Marge</i>	Membership <i>Linda</i>	Programs <i>Gloria</i>	Newsletter <i>Cathy</i>	Past pres Newsletter/Web <i>Lou</i>
Raffle Quilt	Workshops	Retreat	Block-of-Month	Hospitality	Programs	Newsletter editor	Newsletter publisher
Excursions	Bees	AQS	Publicity	Hostess		Web backup	Web-master
Sunshine	Quilt show	Refreshments	Comfort Quilt	Challenge		Set-up	
			MemberComfort			Historian	
						Library	

“The Board”

The board consists of elected guild officers plus the program chair, the newsletter chair, and any others whom the board determines should attend.

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ◆ 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 member’s needs and interests, both individually and as a group. Be particularly aware of new members and visitors at monthly guild meetings.
- ◆ Accept additional assignments from the president.
- ◆ Serve as a liaison with various committees. Contact the appropriate chair person(s) periodically—especially before board meetings—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. Notify the president of any such information at least a day before a given board meeting.
- ◆ When you spend money in behalf of the guild, for which reimbursement is needed, prepare the appropriate form and submit it to the treasurer, with receipts attached, for reimbursement. Help to ensure that other guild members use the expense reimbursement form by having a few copies with you at all guild events.
- ◆ Maintain communications availability by checking e-mail on a daily basis (or at least twice-a-week).
- ◆ When sending e-mails to all 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.
- ◆ 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.

President

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.
- ◆ 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 board membership.
 - Remember that the immediate past president is to be a member of the board.
- ◆ Utilize Roberts Rules of Order as a guide for conducting meetings—not so much the formality aspects, but certainly the procedural aspects (what’s a quorum, how decisions should be made and in what venues, etc.). Access rules from: <http://www.rulesonline.com>

COMMITTEES

- ◆ Appoint all ad hoc and standing committee chairs, e.g., appoint the quilt show chair as soon as the prior quilt show has ended.
- ◆ Act as an ex-officio member of each committee. In particular, attend program committee meetings and quilt show committee meetings. Delegate liaison responsibilities to the vice president and to other board members with respect to committees.
- ◆ Monitor all communications (web site, newsletter, flyers.) to ensure that information is accurate and complete

EXTERNAL INVOLVEMENET, 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; and, with the publicity chair, identify guild efforts that warrant publicity*).
- ◆ 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*).

PLANNING & OTHER GENERAL RESPONSIBILITIES

- ◆ Own the bylaws document and, with board, initiate changes to by-laws as needed, in accordance with the process outlined in the bylaws.
- ◆ Assume responsibility for the Job descriptions document and see that it’s updated at least annually. Request input from current committee heads and update the entire document during the summer so that a fresh version is available to be distributed to committee heads (both new and old) in September. Make sure that committee heads receive a copy of their respective job descriptions & request input. It’s important for all to understand expectations because it avoids conflict and helps ensure that the guild functions effectively. Coordination of the document can be delegated, but over-all responsibility rests with the president.
- ◆ Protect against member burn-out by ensuring that efforts are well worthwhile.
- ◆ If requested to do so, write article for newsletter that’s brief and motivational.
- ◆ Ensure that all crucial guild matters are appropriately accomplished.
- ◆ Orchestrate/inspire a friendly atmosphere at events & positive attitudes among all
- ◆ Assume responsibility for long range planning.

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ◆ Attend to the common responsibilities of all board members as outlined on “*The Board*” page of this document.

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 for 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 relative to external activities 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*).
- ♦ Help to ensure that all crucial guild matters are appropriately accomplished.

VP-SPECIFIC RESPONSIBILITIES

- ♦ Initiate and carry out snow-day policy in the event of inclement weather.
 - In the event of inclement weather, communicate with the president and make a decision as to whether or not to hold the meeting by 4:30pm.
 - If the meeting is to be canceled, notify the web master to send an e-mail to the membership by 5pm and put notice on the web site
 - If the web master is unavailable, notify the Membership secretary to send the e-mail by 5pm.
- ♦ Fulfill the duties of the president in the event the President cannot complete the full term of office.

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ♦ Attend to the common responsibilities of all board members as outlined on “*The Board*” page of this document.

Treasurer

BILL PAYMENT, REIMBURSEMENT, & INCOME REIMBURSEMENT

- ◆ Assume responsibility for retrieving mail from PO-box on a regular basis—especially right before board meetings (or retrieve it from whomever the board determines should do post-office duty).
- ◆ Pay bills promptly (PO Box, AQS, NQA, etc.).
- ◆ Promptly reimburse expenditures submitted on signed expense reimbursement forms.
- ◆ Promptly deposit money's 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.
- ◆ Maintain a calendar detailing the timeframes of regular expenses of the guild (e.g., the web site expenses and the post office box fee) and ensure that the related bills/contributions are paid on time.
- ◆ Coordinate the Grocery receipt donation program.
- ◆ 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.

BUDGET TRACKING

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

REPORTING

- ◆ Prepare monthly reports—by line-item—to present at each board meeting
- ◆ Prepare budget summary and make available at guild meetings.
- ◆ Prepare and present a complete, written financial annual report at the end of the fiscal year.
- ◆ Notify board and/or president of any concerns regarding budget.

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ◆ Attend to the common responsibilities of all board members as outlined on “*The Board*” page of this document.

Secretary

RECORD & DISTRIBUTE MINUTES

- ♦ Take 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.
- ♦ Take minutes at monthly guild meetings.
 - Provide summary of meeting highlights to newsletter editor each month by the required deadline
- ♦ Have a copy of all minutes available at guild meetings and board meetings (in binder or folder of some sort) so as to respond to questions.

COMMUNICATIONS

- ♦ Handle all inquiries/requests from persons outside the guild. Such inquiries/requests may come via the web site, e-mail, snail-mail, or phone.

BY-LAWS

- ♦ Have a copy of the by-laws available at all guild meetings and board meetings so as to respond to by-law-related questions as they arise.
- ♦ Keep a historical record of bylaws and related changes.

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ♦ Attend to the common responsibilities of all board members as outlined on “*The Board*” page of this document.

Membership Secretary

MEMBERSHIP COORDINATION

- ♦ Organize and manage membership renewal (ensuring 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, membership list, club pin, current newsletter, bio questionnaire, list of local quilt shops, guild fact sheet, etc
- ♦ Coordinate with hospitality committee to help welcome new members and to present them with their packets. Arrive early and make yourself available to hospitality committee members during “walk-in” time. When presented with a new member, ask her to complete the bio questionnaire and to return it to you before the end of the meeting or instruct her to retrieve an electronic version from the web site and e-mail it to you within the week (*get their e-mail address in the event that you need to remind them*).
- ♦ Provide newsletter editor with any new member bio information before the newsletter deadline every month, including the related new member bio information.
- ♦ See that nametags are made and kept up-to-date.

MEMBERSHIP DATABASE MANAGEMENT

- ♦ Maintain a database of all members (*note: a database is defined as a detailed list—preferably a computerized database [rather than word processed] but not essential... NOTE: an Access database has been build for the guild and is available*).
- ♦ 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 web master with any new or changed e-mail address as they happen. Also provide names of members who have dropped out.
- ♦ Provide hostess with an updated sign-in list in advance of each guild meeting (*the hostess will need it either the day before, by e-mail, or an hour before the start of monthly guild meetings*).
- ♦ 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*).
- ♦ Provide an update sheet (or updated lists via e-mail) to members, as needed, including new member information as well as changes associated with members’ addresses, e-mail addresses, or phone numbers.
- ♦ 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*).

MISC

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

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ♦ Attend to the common responsibilities of all board members as outlined on “*The Board*” page of this document.

Program Chair

COMMITTEE COORDINATION

- ◆ 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*).

MONTHLY GUILD PROGRAM COORDINATION

- ◆ Attend board members and get the approval of the board for all plans—including financial implications— in advance of contracting for or incurring those expenses.
- ◆ Maintain a schedule of activities for monthly guild meetings. Our recent practice has been to have half lecture and half activity (roughly speaking).
- ◆ Coordinate presenters.
 - With committee, choose lecture candidates and schedule them at least 6-months in advance.
 - Draw-up and send contracts.
 - Follow-up with presenters frequently.
 - Arrange for accommodations if needed.
 - Serve as host to the presenter.
 - Gather background information and prepare brief 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
- ◆ 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.

SET-UP

- ◆ Assume responsibility—with set-up chairperson—for set-up at monthly guild meetings.
- ◆ Provide diagram or instruction, 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

- ◆ 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.
- ◆ For member presenters, the current policy has been to pay in accordance with their level of expertise as presenters. In general, we've given a \$50 gift certificate for a single presenter

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ◆ Attend to the common responsibilities of all board members as outlined on "*The Board*" page of this document.

Set-up

PREPARATION

- ♦ Assemble and maintain a committee (many hands make light—and more fun—work). Remind them each week 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 floorplans 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.

GUILD NIGHT

- ♦ Arrive an hour early for guild meeting 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 w/ cloths pins should be stored in the cabinet*) (*Get Signs from Lou if they're not 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.
 - In the event that there aren't enough tables for a particular activity, open the curtain and clear space on the front of the stage floor for block of the month, secret pal, Info, raffle quilt, etc. (*see if there's a tablecloth or something to put on the floor for the block of the month stuff to keep the blocks clean*)
 - Take charge of information table and place 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 out-dated material.
- ♦ Find ways to make set-up a congenial activity each month and be sure to thank committee members.

Hostess

GREETING

- ◆ Receive current membership list from Corresponding Secretary in advance of the meeting. If you haven't received it by the day before, tactfully remind the Corresponding Secretary.
- ◆ Arrive 30-minutes early for guild meeting and make sure the hostess table has been placed adjacent the entrance door.
- ◆ Gather needed materials from the cabinet and arrange them appropriately on the hostess table.
 - List of current members for role (names only)
 - Highlighter for members to mark their names
 - A couple of pens
 - Current list of members with demographic information (to accommodate those who need to update their information)
 - Box of nametags (arrange them alphabetically to facilitate quick retrieval)
 - Sticky-back nametags for visitors and new members
 - Tickets for door prizes
 - Basket to receive door prize tickets
- ◆ As people arrive, have members and guests sign in
 - Have members highlight their names,
 - Have guests & new members enter names on the page provided and be sure to indicate whether they're a guest or a new member.
 - Ask if they need to update any demographic information (e.g., e-mail addresses).
 - If they don't have a nametag, make note of that adjacent their name on the role.
 - If you notice that set-up people or officers have been too busy to sign-in, do so for them.
- ◆ Sell door-prize tickets.
- ◆ Act as the liaison between new members/guests and the hospitality committee members (who should station themselves near the hostess table).
 - Be sure you know who the hospitality committee members are.
 - Once you've identified a new member or guest, summon one of the hospitality people and introduce the person
 - If there are more new-members/guests than there are members of the hospitality committee, priority should be given to the new members.

DOOR PRIZE COORDINATION

- ◆ Acquire and/or purchase—in accordance with the approved budget—door prizes for each meeting, and wrap them appropriately. Plan on 2 or 3 door prizes per meeting.
- ◆ After each guild meeting has started and attendees have all entered, be ready to coordinate the drawing of the winning tickets and the awarding of the prizes, when requested to do so by the person conducting.
 - Have new members and/or guests draw the winners
 - Announce the numbers and after the winner is identified, announce the winner's name

POST-MEETING FOLLOW-UP

- ◆ Give attendance sheets to the Membership Secretary, along with any updated demographic information
- ◆ Give treasurer the door receipts, and account for the income separately (guest fees, door prize, tote bag sales, etc)
- ◆ Pack up Hostess table materials and store in cabinet.

Hospitality

ACT AS A LIAISON BETWEEN NEW MEMBERS/GUESTS AND EXISTING MEMBERS, TO ENSURE THAT NEW PEOPLE FEEL WELCOME.

- ♦ Arrive at guild meetings 20-30 minutes early and station yourself near the entrance while people are walking in.
 - Make yourself available to hostesses who will alert you to the existence of new members & guests (the hostess can't abandon her post to find you, so you should be within speaking distance of the hostess table).
 - Taking turns with the others on the hospitality committee, engage each new person in conversation.
 - If there are more new-members/guests than there are members of the hospitality committee, seek help from some other out-going guild members. And if all else fails, priority should be given 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 joining the guild, introduce her to the Membership Secretary 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 you're sure another member has taken that person under their wing).
- ♦ Explain aspects of the guild as time permits (you can use the guild's informational flyer as a cheat sheet).
 - e.g., library, snack table, etc.

Refreshments

PREPARATION

- ◆ Purchase supplies—paper plates, napkins, cups, etc.—as needed
- ◆ Maintain coffee makers (whether belonging to the guild or the church).
- ◆ Send member refreshment list each month to newsletter editor in accordance with appropriate deadline.
- ◆ Notify those members responsible for refreshments each month by making reminder calls.

GUILD NIGHT

- ◆ Bring ice.
- ◆ Be sure to have good bottled water available.
- ◆ Arrive 20–30 minutes early set up:
 - Ensure that the refreshment table is in place and place table cloth
 - Arrange drinks & ice on counter
 - Prep coffee
 - As people arrive with their refreshments, make sure they're attractively placed and that any needed serving implements are obtained.
- ◆ After the meeting, clean up refreshment area:
 - See that those who brought refreshments take the remainders, and the respective dishes, 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).
 - Clean the guild's coffee equipment and store in cabinet, and clean the church coffee equipment (if used) and replace appropriately.
 - Store all paper supplies in cabinet.
 - 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)
- ◆ 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), be sure to still 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.

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
 - Draw-up and send contracts (*or coordinate with program chair to do so if workshop leader is also presenting at a monthly guild meeting*).
 - 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-up sheets
- ◆ 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 Web-master with updated information.

FINANCIAL ARRANGEMENTS

- ◆ Determine cost to participants.
- ◆ Coordinate the gathering of fees and the subsequent submission to treasurer.
- ◆ Coordinate dispersal of refunds if appropriate.
- ◆ Coordinate with treasurer to ensure that workshop presentors are paid in accordance with contracted parameters.
- ◆ Guild members leading workshops will be paid in accordance with level of expertise leading workshops. Generally speaking, we've paid \$100 to members.

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.
- ◆ 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

COMMON RESPONSIBILITIES FOR ALL BOARD MEMBERS

- ◆ Attend to the common responsibilities of all board members as outlined on "*The Board*" page of this document.

Bees

COORDINATE MONTHLY BEE (WHETHER AFTERNOON OR EVENING BEE)

- ♦ Develop and maintain a list of people who are willing to host bees
- ♦ 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 all is OK for the bee to occur there.
- ♦ Promote bees by providing information (date, time, place) for the following communications vehicles
 - Announcements at monthly guild meetings
 - Newsletter—in accordance with established deadlines

Retreats

OVERALL

- ◆ Gather input from members and plan guild retreats to occur as often as guild members are interested in supporting.
- ◆ 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 Web-master 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
 - Etc.
- ◆ Maintain list of interested members and coordinate the gathering of appropriate funds
- ◆ Make rooming assignments
- ◆ Provide participants with any all information that will help ensure that event will be successful for all:
 - Assignments
 - Schedules
 - Food plans (if any)
 - Etc.
- ◆ See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.

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
 - Etc.
- ◆ 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

- ◆ 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.

Excursions

OVERALL

- ◆ Identify possible excursions that the guild could sponsor, gain input from the events listed in the newsletter as well as from the board and lay members, and determine which excursions to organize. Notify the board of the plans. Such outings could include:
 - Trips to museums,
 - Outings to quilt shows,
 - Visits to quilt shops for special sales
 - etc.
- ◆ Utilize co-chairs or committee members to head up some events or aspects of events as needed.

PRE-EVENT

- ◆ Coordinate with the appropriate venue to make any needed reservations, obtain tickets as needed, etc.
- ◆ Coordinate transportation if appropriate (bus, car pool, etc.)
 - If renting transportation, ensure a firm commitment from attendees planning to attend (w/ non-refundable deposit)
 - If coordinating carpools:
 - Provide each driver with maps/directions so that they do not have to follow each other (which can be hazardous)
 - Make sure all cars have access to a cell phone number in the other cars
 - Ensure that participants contribute to gas/toll expenses of the drivers
- ◆ Identify all applicable deadlines
- ◆ Promote the event with all appropriate information to membership:
 - Newsletter
 - Website
 - Flyer if appropriate
- ◆ Maintain list of interested members and coordinate the gathering of appropriate funds as needed
- ◆ Provide participants with any all information that will help ensure that event will be successful for all:
 - Assignments
 - Schedules
 - Food plans (if any)
 - Etc.
- ◆ See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.

DURING EVENT

- ◆ Serve as liaison between venue (and other event-related entities) and members to ensure that all have an enjoyable time.
- ◆ Anticipate any foreseeable difficulties and troubleshoot in advance.
- ◆ Mitigate any problems that arise.
- ◆ Communicate any changes to participants & others.
- ◆ Maintain schedule.
- ◆ Serve as hostess, ensuring that all participants are having an enjoyable experience.
- ◆ See to the payment of services as agreed.

POST-EVENT

- ◆ 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.

Quilt Show Chair

YEAR IN ADVANCE

- ♦ Identify exact date & reserve facility
- ♦ Identify steering committee if desired (or use guild board) to help make major determinations
 - Determine show components and policies
 - Determine major milestones and establish target dates for completion which would include the following (which assumes the quilt show is in October):
 - Raffle quilt completion—begin 2 years ahead and complete about 14-months ahead
 - Door prize requests out—January
 - Notify church organizations in writing—January
 - Print flyers—January
 - Budget determinations for committees—January
 - Vendor agreement(s)—January
 - Hold first committee meeting—January-March
 - Ensure that flyers go to quilt shows—(check specific dates)
 - Distribute quilt registration form (put on web)—April
 - Send for new license for raffle quilt—May
 - Begin staffing for on-sight roles—June
 - Deadline for registration—August (the Saturday following guild meeting)
 - Quilt check-in—October guild meeting
 - Event schedule:
 - 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

- ♦ Assemble working committee
 - Identify committee structure and define roles which might include the following:

<ul style="list-style-type: none">• Administrative:<ul style="list-style-type: none">- Facility coordination- Finance- Insurance- Staffing- Security- Admission- Signage (directional)- Raffle Quilt• Promotion, publicity, & printed materials:<ul style="list-style-type: none">- Flyer prep- Flyer distribution (stores etc)- Direct mail (other guilds etc)- Magazines- Newspapers- Program- Signs (promotional)	<ul style="list-style-type: none">• Exhibit coordination:<ul style="list-style-type: none">- Quilt registration & check-in/check-out- Quilt description cards- Facility set-up (quilt frames)- Quilt hanging- Décor- Historian• Attractions or Venues:<ul style="list-style-type: none">- Boutique- Grandma's Attic- Special exhibit- Chinese auction- Vendor(s)- Refreshments- Quilt appraisals- Door Prizes- Viewer's choice awards
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- Identify possible individuals to fill the roles (confer with board as needed)
- Talk with identified individuals, explain responsibilities & request their participation
- Document responsibilities and/or ensure the passing of information and “learnings” from prior event to current event.

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.
- ♦ Notify each committee member of their allotted budget amount

Job Descriptions & Policies

- ◆ 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 to ensure that all quilt-show-related information is accurate and up to date. Provide Web-master with updated information.

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 liason with facility for any issues that arise

POST-EVENT

- ◆ Support the check-out or repatriation of quilts and other materials to their owners.
- ◆ 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.
- ◆ Hold post-event meeting to review what went well and any improvements for subsequent shows.

Newsletter

EDITING

- ♦ Establish 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.
- ♦ Weed out inappropriate items—if any—and tactfully notify related contributors as appropriate.
- ♦ Apply editing as needed to articles so as to include new or omitted information or to correct any obvious grammatical problems.
- ♦ Organize the articles in a single file format within 2 or 3 days after the deadline, or right after the board meeting (whichever is later).
- ♦ If there is a separate publisher, e-mail the completed “copy” to that person.

PUBLISHING

- ♦ Design an overall format for the newsletter that will represent the guild well, and that will present the material in an easily accessible way. Maintain the same format for at least a year (unless changes become essential).
- ♦ Take or seek photos of guild events, members, etc.
- ♦ 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 space (in terms of paper)
 - utilize an economy of file space (in terms of the electronic aspect) so members won’t have difficulty downloading it). This may necessitate discretion with the number of photos.
- ♦ After the layout is complete, convert the file into a PDF format.
- ♦ Maintain a clean “MS Word” file of the “copy” (text only) and convert it to an HTML format
- ♦ E-mail both converted files to the webmaster within 2 or 3 days after receiving the copy. 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. It’s published to the web site and an e-mail goes out to the membership to notify them that it’s available.
- ♦ Members who do not have access to the internet can get an internet buddy (obtained on their own or officially assigned if desired) to whom they’ll provide self-addressed stamped envelopes. The internet buddy will print out the newsletter and use the envelopes provided to send each issue of the newsletter as soon as it’s available.

Web Master

GROUNDWORK

- ♦ Learn as much as possible about software capabilities so as 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.
- ♦ Maintain the look and functioning of the site and keep as consistent as possible. Re-design as deemed necessary or appropriate.

MAINTENANCE

- ♦ With the guild Treasurer, make sure that payments are made on time 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 move to another that might be more advantageous. Complete any and all technical material related to the service and domain name.
- ♦ Keep the 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.

NOTIFICATION

- ♦ Assume responsibility for notifying members—via e-mail—of appropriate updates or changes to the web site. Most importantly, notify members as soon as the newsletter becomes available.

Publicity

GENERAL

- ◆ Acquire and maintain an appropriate media list.
- ◆ Prepare and submit announcements of general meetings to local newspapers in a timely fashion.
- ◆ Prepare news releases, including photos, at the request of guild president. The use of photos greatly increases the chances of getting published. (The guild historian and newsletter publisher may be good resources for photos)
- ◆ Be alert to other circumstances that may be appropriate for publicity.
- ◆ When an opportunity for publicity arises, prepare news releases that are appropriate for the media, e.g., local media prefer stories about the individuals within their constituency. So individualize news releases for each medium if possible. (A prime example of an opportunity for publicity is the presentation of comfort quilts).
- ◆ Notify the board of your publicity intentions.

EVENT-RELATED— Upon request, assist the publicity person designated by the event chairman. Share current media list.

Below are tasks associated with event-related publicity (e.g. Quilt Show)

- ◆ Prepare and distribute news releases and PSAs in advance of major events (preferably w/ photos).
 - News releases for papers & TV
 - PSAs (public service announcements) for radio. (A PSA is a 15-second or 20-second or 30-second spot that an announcer can read over the air. It should be carefully timed and should indicate how many seconds each spot requires. The ideal would be to provide 3 separate PSAs in all three times. Make the lead as interesting as possible.)
- ◆ Arrange for event flyers to be placed at appropriate stores (unless being done by others)
- ◆ Identify appropriate community calendars (print, web, TV, etc) and submit event information in accordance with required deadlines.
- ◆ During the event, take or obtain photos and be alert to story possibilities (e.g., winners). Prepare and distribute post-event news releases.

Historian

- ♦ Capture the essence of guild experiences and maintain the related material in an archive. Determine with the board whether the archive should be a physical scrap book or an electronic presentation or both.
- ♦ Collect newspaper articles about the guild for inclusion in the archive. Coordinate with the publicity chair person to become aware of potential clips.
- ♦ Collect cards or letters from lecturers, workshop presenters, members, etc.
- ♦ 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).
- ♦ Make sure that past archival material is being maintained. Currently, our archival material is being stored at Rosemont library and will be there until Cathy Fennell departs her position there.
- ♦ Exhibit prepared archival materials at guild meetings—whether physical scrapbook segments or powerpoint presentations.
- ♦ Display finished scrapbook segments at guild meetings (perhaps display scrapbooks from prior years at certain guild meetings on a rotating basis).
- ♦ 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 been held the post for one term (similar to elected officers).

Library

MAINTAIN THE GUILD'S LIBRARY

- ◆ Purchase new books periodically to keep materials up-to-date.
 - For ease of member use, a colored dot should be placed on the spine of new materials (one color to be used in a given year, moving to another color in the succeeding year).
- ◆ Write occasional book reviews for Guild's newsletter.
- ◆ Weed out worn and dilapidated materials and contribute them to "Grandma's Attic" for the guild quilt show. And 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.
- ◆ Monitor and maintain card file of books that are out. If books are out over an extended period of time, contact the borrowers to provide gentle reminders.
- ◆ 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 Web-master.

AQS Book Coordination

MAKE QUILT BOOKS AVAILABLE TO MEMBERS AT A DISCOUNT VIA AQS

- ◆ Circulate the AQS catalog several times a year.
- ◆ Collect orders and the related money.
- ◆ Places orders.
- ◆ Distributes books, etc. to the membership.
- ◆ Assists with purchasing of books and materials for the Guild Library.

Raffle Quilt

(details to come)

CREATE RAFFLE QUILT

- ◆ Xxx.

COORDINATE THE SALE OF RAFFLE TICKETS

- ◆ xxx.

Block of the Month

PREPARATION

- ◆ Determine a format for the quilt—spanning a 12-month period—for a monthly quilt block project to be made by participating guild members.
- ◆ Distribute detailed instructions for each month's block on a monthly bases or, if the designs are coming from a book, make arrangements to provide the book (paying attention to copyright issues). If providing material on a monthly basis, do so via the following:
 - Newsletter (in accordance with related deadlines). Note: The newsletter people will provide the information to the website.
 - Copies available at guild meetings for the next month's block (for those who don't have web access).
- ◆ 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.
 - Make sure that a table has been placed for the block of the month
 - Set up display back-drop
 - Set out small pieces of paper and pencils for the drawing
 - Set out a container into which participants can place their entries
- ◆ As people arrive and deliver their completed blocks, see that they're arranged appropriately
- ◆ Coordinate drawing of among the names of the participants and award the prize, when requested to do so by the person conducting.
 - Have the winning ticket drawn by a new member or guest
 - Announce the name of the winner (distinctly enough for recording secretary to capture it).
- ◆ Following the drawing, show an example of next month's block.

Challenge

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 concepts, 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 for special requirements at September guild meeting:
 - Prepare Instructions for submission to be announced at meetings & detailed in newsletter (see prior newsletters for past details)
 - Make sure that ribbons for winners are prepared
 - Notify person supplying quilt racks (Donna LeBlanc) how many racks will be needed
 - Get the help of people not entering the competition to set-up and pin up the quilts
 - Coordinate voting process including ballot prep & counting votes
 - Provide information to president for announcement or do the announcements if requested.

Comfort quilts

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 kits throughout the year at monthly guild meetings and other guild gatherings, keeping track and retrieving completed quilts from members
- ◆ Store and manage all related materials
- ◆ Deliver completed quilts to the recipient organizations.
 - Provide photos and information about quilt donations to newsletter publisher, historian, and publicity chairperson.

Member Comfort

(details to come)

COORDINATE COMFORT QUILTS FOR MEMBERS IN CRISIS

- ◆ Identify guild members who are suffering serious illnesses
- ◆

Sunshine

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.

Secret Pal (*presently inactive*)

ORGANIZE & COORDINATE SECRET PAL PROGRAM AMONG MEMBERS

- ◆ Develop questionnaire, distribute it among members who wish to participate, and gather them back. Do this in time for making the new assignments in June.
- ◆ Using the information provided, match up the participants with each other, making sure to not duplicate prior matches.
- ◆ Notify each participant of the secret pal to whom they're to provide gifts on a monthly basis.
- ◆ Maintain the list and keep it confidential.
- ◆ As needed, remind secret pals to keep the exchange regular (monthly), and gifts appropriately priced (\$5-to-\$10).
- ◆ Coordinate the secret pal reveal at the end of the secret-pal year (June).

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).
- ◆ Bring an hors d'oeuvre or beverage about once-a-year to guild meetings (sign-up sheet is circulated every few months). Also provide a dish for the annual holiday party and the annual guild picnic.
- ◆ Read the monthly newsletter to be aware of what's going on.