

Approved 12/2018, amended 9/2019

TCQG Procedures (Job Descriptions)

President

1. assumes responsibility for the supervision and general management of the Guild
2. prepares Board meeting agendas.
3. presides at Board meetings and the Annual Business Meeting.
4. becomes an ex-officio member of all committees (except the Nominating Committee).
5. performs any other duties incidental to the position.

AM/PM Vice-Presidents

1. preside over the AM and PM member meetings.
2. assist the President as deemed necessary.
3. serve on the Budget committee.
3. performs the duties of President when necessary.
4. Performs any other duties incidental to the position.

Secretary

1. records the minutes of monthly Board meetings and the Annual Business Meeting.
2. maintains files including
 - a. Articles of Incorporation
 - b. Bylaws (version most recently approved by members)
 - c. Policies and Procedures Manual (incorporating pos-publication changes made by the Board)
 - d. Minutes of Board meetings and sign-in sheets from AM and PM meetings
 - e. Contracts
 - f. Treasurer's reports.
3. assumes responsibility for any correspondence that does not relate specifically to other Board positions.
4. performs any other duties incidental to the position.

Treasurer

1. secures bonding for the positions of Treasurer, President, and Vice-Presidents.
2. collects receivables and maintains Guild funds in a bank approved by the Board.
3. disburses monies for all budgeted items.
4. prepares monthly reports for the Board.
5. prepares an annual financial report for the general membership.
6. files required forms with federal and state agencies.
7. convenes and chairs the Budget committee every September/October.
8. maintains files including
 - a. check records and bank statements
 - b. bank reconciliation reports
 - c. monthly treasurer's reports
 - d. annual Federal Income Tax return (Form 990)
9. facilitates an annual audit of the books by an auditor outside of the Guild.
10. in case of extended illness or absence, hands off the checkbook and records to another authorized signee.

Approved 12/2018, amended 9/2019

Education Committee

Member-volunteers interested in information about quilting history, patterns, techniques, and trends can help with any or all of these tasks:

1. maintain and organize a **library** for members:
 - designate AM and PM librarians to collaborate:
 - divide the collection in half
 - display selections at meetings
 - monitor check-outs and returns, chase down overdues
 - select and purchase new materials, inform newsletter
 - list all holdings on the website

2. provide interesting and informative 30 to 60-minute **programs** at member meetings:
 - contact potential speakers and teachers, determine topics, travel arrangements, accommodations.
 - prepare contracts for board approval and President's signature, if there are costs.
 - inform newsletter, website, facebook.

3. present **workshops** with teachers, techniques, or patterns of interest to members:
 - contact potential teachers, determine topics, possible dates, travel arrangements, accommodations.
 - determine a break-even price per person (divide the estimate of expenditures by the prospective number of enrollees).
 - prepare contracts (include a favorable cancellation clause) for board approval and President's signature. [tax form?]
 - set registration deadline; open registration to nonmembers or set a higher nonmember fee.
 - share information with newsletter editor, website, facebook.
 - act as hostess/tour guide (or delegate) for visiting celebrities.

4. communicate monthly
5. select a team member/coordinator (or proxy) to represent them at every board meeting to
 - present a monthly report of past actions, future programs and/or events
 - vote
 - submit budget requirements to Treasurer, track expenditures.
 - share information with newsletter, website, facebook.

Community Service Committee

Member-volunteers interested in contributing to the community by creating comfort quilts for local agencies can help with or all of these tasks:

1. encourage member participation:
 - maintain a stash of fabric and batting for community service use.
 - maintain a file of patterns and designs
 - publish a block pattern in the bi-monthly newsletter for a collaborative quilt
 - create kits for piecing, sandwiching, and quilting
 - label finished quilts

Approved 12/2018, amended 9/2019

- deliver donations to board-approved local agencies
- track donations
- 2. present the program at member meetings twice each year.
- 3. sponsor periodic sewcials or workparties to complete community service quilts.
- 4. organize a special exhibit and activity at the annual quilt show.
- 5. communicate monthly
- 6. select a team member/coordinator (or proxy) to represent them at every board meeting to
 - present a monthly report of past actions, future programs and/or events
 - vote
 - submit budget requirements to Treasurer, track expenditures.
 - share information with newsletter, website, facebook.

Member Services Committee

Member-volunteers interested in sponsoring enjoyable activities that encourage quilt creation, collection, and appreciation can help with any or all of these tasks:

1. monitor **membership**:
 - attend member meetings, welcome guests and new members.
 - update membership forms in Aug for publication in Sep/Oct newsletter.
 - collect forms and dues, remit to Treasurer, issue membership cards to **paid** members and packets to new members. **[approved 9/2019]**
 - update data base; inform board of volunteer preferences.
 - email roster to newsletter editor near the end of even-numbered months.
2. provide **hospitality** at member meetings:
 - greet all members and guests; sign them in; offer temporary nametags if needed.
 - serve hot or cold drinks.
 - provide door prizes for drawing at each meeting.
 - assist President in planning and hosting the annual Christmas meeting.
3. encourage members to join **friendship groups**:
 - maintain a list of groups, meeting times and places, contact persons.
 - match new members to appropriate groups and/or form new ones.
4. arrange for **retreats** twice each year:
 - choose and reserve a venue;
 - determine a break-even price per person;
 - set registration deadline;
 - share information with newsletter editor, website, facebook
 - emphasize fun – devise games, contest, procure prizes or favors, etc.
5. arrange for occasional **bus trips** or shop hops
 - choose a destination/itinerary
 - determine a break-even price per person
 - set registration deadline;
 - share information with newsletter editor, website, facebook
 - emphasize fun – devise games, contest, procure prizes or favors, etc.

Approved 12/2018, amended 9/2019

6. offer **sunshine** for members in need of emotional support.
7. store guild **properties**:
 - maintain an accurate inventory of guild possessions and their whereabouts; file it annually with the Secretary.
 - keep a list of keyholders; monitor removal and return of items.
8. communicate monthly.
9. select a team member/coordinator (or proxy) to represent them at every board meeting to
 - present a monthly report of past actions, future programs and/or events
 - vote
 - submit budget requirements to Treasurer, track expenditures.
 - share information with newsletter, website, facebook.

Communication Committee

Member-volunteers interested in reaching internal and external audiences with information about the Guild and our activities can help with any or all of these tasks:

1. generate **publicity**:
 - disseminate press releases to regional media outlet.
 - buy advertising if budget permits.
 - email regional retailers and guilds.
2. publish a **newsletter** on the first day of odd-numbered months:
 - deadline for submissions is the 15th of even-numbered months.
 - include:
 - masthead -- Quilter's Press, the logo, issue date, etc.
 - the president's message
 - information about member meetings, programs, necessary agenda items.
 - birthdays
 - list of board members, important notes from board minutes
 - announcements, advance PR from teams represented on the board
 - paid advertisements
 - free business-card ads for members (one per year)
 - email to members and local quilt shops; snail mail to members who request hard copies.
 - collaborate with website and facebook.
3. maintain an updated **website** – www.tcquilters.org.
4. post regularly on **facebook**.
4. communicate monthly
5. select a team member/coordinator (or proxy) to represent them at every board meeting to
 - present a monthly report of past actions, future programs and/or events
 - vote
 - submit budget requirements to Treasurer, track expenditures.

Approved 12/2018, amended 9/2019

Quilt Show Committee

Due to the cyclical nature of this job and its scope of work, member volunteers need to make a two-year commitment: one year to serve an apprenticeship as co-chair and the second year to serve as Chair (chief executive officer).

They share these responsibilities with other committee coordinators:

- present a monthly report of past actions, future programs and/or events
- vote
- submit budget requirements to Treasurer, track expenditures.
- share information with newsletter, website, facebook.

Additionally, they can recruit other member-volunteers to help with any or all of these tasks:

- Arrange a contract with the venue
- Select a theme
- Engage a guest artist
- Initiate the member artist selection process
- Solicit a guild challenge
- Manage the merchant mall
- Coordinate the Mercantile/sale of pre-owned fabric, tools, and books
- Manage publicity
- Register exhibits
- Publish the program booklet
- Procure souvenir pins
- Design the exhibit space and hang quilts
- Transport frames, etc; set-up, take-down; return to storage unit
- Prepare ribbons and awards
- Use the staffing chart to cover duties during the show