

Tri-County Quilt Guild Responsibilities of Standing Chairs

Bee-Keeper (Head):

Keep a list of bee's and bee-keepers.

Be responsible for referring members interested in joining a bee, to one that matches their interests and/or location.

Write a report, as needed, for inclusion in the newsletter.

Block of the Month:

Choose a block -of -the month theme for the year.

Ensure the block of the month and instructions are sent to the newsletter in a timely manner.

Coordinate the turning in and raffling of the blocks at the guild meetings.

Charity Committee:

Be responsible for coordinating collection and finishing as needed of quilts or quilt tops.

Deliver finished quilts to the charity designated.

Collect and deliver of donated food items to Cypress Assistance Ministry.

Fabric Exchange:

Choose a theme for each month

Announce the theme in the newsletter and at guild meetings.

Coordinate collection and disbursement of swap at meeting.

Facilities:

Coordinate with the church on use of facilities.

Open the facility, be responsible for lighting, air conditioning & sound system.

Set up and take down tables, chairs etc.

Ensure the facilities are returned to original condition at conclusion of meetings.

Historian:

Collect and maintain guild documents such as flyers, newsletters etc.
Take photographs, and/or collect copies of photographs during guild activities.

Start and maintain a scrapbook of above items.

Bring scrapbook to guild meetings for members' perusal.

Hospitality:

Meet members at the door and hand out door prize tickets.

Make new members and visitors feel welcome.

Librarian:

Keep an inventory, and physical possession of all guild owned books etc.

Develop a tracking/lending system.

Be responsible for setting up library space at guild meetings, lending books, receiving returned books.

Receive donated books, and ensure members who donate books receive 1 door prize ticket per book.

Sell old magazines, any proceeds from which to be used for purchase of library materials and books.

Report to the treasurer the amount of money received, and spent on a monthly basis.

Books purchased will be at the discretion of the librarian, trusting that she will choose books on a variety of quilt related subject matter.

Publicity:

Be responsible for submitting announcements to local newspapers as needed.

Placing flyers /and or business cards in quilt shops/fabric stores etc.

Print flyers and business cards as needed.

Procure donations for door prizes, from local businesses.

Ways and Means:

Coordinate with the board on fund-raising issues.

Procure items to be raffled at guild meetings.

Explore fund-raising ideas.

Implement fund-raising programs.

These can include but are not limited to:

*Promotional Guild items (t-shirts, pins, mugs etc.)

*Guild Raffle quilt.

Report to Board Members on a regular basis.

All fundraising programs shall have the approval of the Board prior to implementation.