

<b>Patriotic Piecers of the White Mountains</b>	<b>Policy #01</b>	<b>Page 1 of 1</b>
<b>Policy Title: Member roles and expectations</b>	<b>Date of initial approval:</b>	
<b>Date reviewed/ revised:</b>	<b>Version: a</b>	

**Purpose:**

To clarify expectations for all members, and to identify specific roles to be delegated to members

**Policy:**

*Member expectations:*

Members are expected to:

- treat each other with courtesy and respect
- follow the standing operating procedures of the group
- help keep the storage area clean, neat, and well-organized
- complete projects by established deadline
- participate in group activities including meetings, fund raising, and other group events as much as possible.
- All members are on the honor system to take materials and supplies from the storage area.

*Delegated Roles:*

**Term of roles is two years, changing in January of odd numbered years.**

- **Coordinator:** The coordinator is responsible for the overall functioning of the group. She schedules meetings, delegates duties to others as necessary. She is responsible for overseeing recruitment of new members, fund raising activities, and acts as a liaison between the group and the Pinetop Star.
- **Historian:** The historian keeps a record of group activities, both written and via photograph/video records. She documents minutes of each meeting and sends them to all members in a timely fashion. She sends thank you notes to anyone making a donation.
- **Guild liaison:** The guild liaison reports group activities to the Card Tricks Chapter of the Arizona Quilters Guild. She also relays requests and information including Patriotic Piecer treasury report from the guild to the group. Manages group reimbursements.
- **Publicity:** The publicity person is responsible for ensuring group activities are publicized appropriately. This includes web site maintenance as appropriate, and contacts with the media. Publicity person will also track entry forms for nominees.
- **Raffle quilt chairperson:** This person oversees the annual raffle quilt
- **Awardee contact person.** This person contacts people nominated by the public to receive a quilt and acts as liaison between the group and the awardee. This person also maintains records of everyone who receives a quilt from the group.