**Calico Cut-Ups**

**Community Service Committee Job Description**

The Community Service Committee will be responsible for coordinating the efforts of guild members making quilts to be donated to charitable organizations.

The Community Service Committee Chair will be appointed by the board each year. The chairperson may recruit other members of the guild as needed to assist with community service functions.

The responsibilities of the chairperson are:

1. To select charities of choice, patterns and materials to be used, with appropriate consultation with committee and guild members.
2. to schedule timely sew days several times a year to make quilts. Individual members may choose to make whatever additional quilts they wish.
3. To submit an annual mini grant application to AQG (due 10/31), currently set at $300, as well as the end-of-year Summary Report (due 8/31) on the use of the grant funds. The grant stipulates that the guild must match the grant funds with either expenditures for materials or time making quilts.
4. To attend the Calico Cut-Ups board meetings to update the board on community service activities, or to email a written report with this information to the board prior to the board meeting.