



Winnipeg Modern Quilt Guild Proposed Committee Roles

Executive - Required	General members
<ul style="list-style-type: none"> • President • Vice President – Membership • Vice President – Education • Secretary • Treasurer 	<ul style="list-style-type: none"> • Social Media Coordinator • Retreat Coordinator • Volunteer Coordinator • Hospitality Coordinator • Event Champions (5) – nonvoting roles

President

The President is responsible for maintaining a current and informed overview of all that is happening. The key responsibility is to ensure smooth running of the organisation including making sure that:

- Responsibility is shared among the Committee.
- The Committee meets as necessary to plan and make decisions.
- Urgent decisions are made as required, in consultation with the Executive Committee when possible, outside of Committee meeting times.
- Responsible for checking and forwarding requests from the official email address winnipeg.mqg@gmail.com
- Represent the organisation at external events and meetings.

Vice President Membership

The VP Membership is responsible for communication with members and promoting membership of the organisation. This involves managing the guild mailchimp accounts and to:

- Ensure member queries are responded to via the WMQG site (in liaison with Secretary when required).
- Keep the Membership database up to date and liaising with Treasurer to ensure membership payments are up to date and accurately reflected in the database.
- Send out newsletter (twice monthly) to membership list and newsletter recipients.
- Take attendance and collect meeting fees of members at monthly meetings.

The VP Membership also provides leadership when the President is absent and liaises with the VP Education, Secretary, and Treasurer as required.

Vice President Education

The VP Education leads the group in planning a program of education to increase skills and knowledge in relation to Modern Quilting. This includes:

- To stimulate and provoke discussion among members about what is going on/is new in the world of Modern Quilting (at meetings and through social media).
- To design and implement stimulating challenges which reflect the annual theme (agreed by the Committee).
- To design and coordinate internal and/or inter guild swaps.
- Co-ordinating visits, talks, new learning methods and promoting Modern Quilting style, techniques and aesthetics.

The VP Education also provides leadership when the President and VP Membership are absent and liaises with the Secretary and Treasurer as required.

Secretary

The Secretary:

- Organises Committee meetings and ensures that they are held in accordance with the Constitution including creating an agenda and taking Minutes and uploading to the shared Winnipeg Modern Quilt Guild drive.
- Ensures that accurate files and records are kept on secure shared Winnipeg Modern Quilt Guild drive.
- Ensures that a Meeting place is arranged.
- Deals with correspondence as required via the winnipeg.mqg@gmail.com account at the request of the president.

Treasurer

The Treasurer:

- Prepares a budget for approval by executive.
- Keeps account of all income and expenditure.
- Arranges payments, reimbursements, and refunds as directed by the Committee.
- Presents financial reports at meetings and as requested by the Committee.
- Prepares an Annual Report for the AGM.
- Assists with the coordination of the financial component of Events, Retreats, and Membership.
- Maintains the Bank and PayPal Accounts (setting up buttons for member payments).

Social Media Coordinator

- Coordinating logins for blogging in conjunction with Social Media Coordinator.
- Modifying information on website as necessary.
- Write and coordinates the WMQG Website Blog and any other social media the guild membership has interest in using ie..Facebook, Instagram, Twitter, Flickr etc.
- Also maintains/coordinates the photo library for the guilds meetings and events.

- Adding and modifying user permissions as necessary for any platform in use by the guild.

This role will maintain an overview of all IT platforms including: paypal, mailchimp, google drive (primarily responsibility of secretary), gmail account (primarily the responsibility of President) and along remaining Committee members any social media platforms of interest to the guild.

Retreat Co-ordinator

The Retreat Co-ordinator is:

- Responsible for the organising of Retreats (ideally 2 per year).
- Managing Retreat correspondence to members and the Committee as required for the coordination of the retreat.
- Purchase of Retreat related supplies and groceries, and food rostering for the retreat.
- Organize with Volunteer Coordinator and attending members, the set up and take down of the retreat.

Hospitality Coordinator

- Ensure coffee/tea equipment and supplies is in good working order and available for meetings, events, and retreats.
- The coordination of food rosters for non-retreat related events.

Volunteer Coordinator

- Working with the VP Membership to ensure members are engaged with guild activities and provide at least 1 rostered shift of assistance at any meeting, event or retreat, and maintaining an annual roster of participation by members.
- Assist Event Champions and VP Education with any recruitment of volunteers required for meetings and events.

Event Champions

These are non-voting role that may attend Committee meeting to discuss the event they are championing. Their role may include:

- Tracking signup for events and keeping Committee up to date (e.g. letting treasurer know money is expected, letting Committee know when event is booked out).
- Communicating with attendees when needed with the assistance of the VP Membership.
- Managing the set up and take down of the event along with volunteers from the general membership (arranged with the assistance of the Volunteer Coordinator and Hospitality Coordinator).