PebbleCreek Quilters Club
Community Services Committee Service Chair
Job Description

Summary: Manage Community Service Committee's (CSC) activities by planning for the year. Inventory all quilts going to charities and deliver to the appropriate charities. Manage the Community Service Committee budget, while purchasing backing fabrics, batting, and other necessary supplies.

Responsibilities:

- Create a calendar of Community Service Prep Days and Community Sew Days.
- Purchase backing fabric.
- Purchase batting.
- Purchase other supplies as needed, such as fusible interfacing for tape, PCQ label, etc.
- Deliver quilts to various charities, delegate this duty only when it is absolutely necessary.
- Keep communications open with the charities in order to best serve their needs and to stay informed about them.
- Prepare e-mail notices and send them to the president and the webmaster two weeks prior to the event for general distribution.
- Go through donated items and distribute and organize appropriately.
- At the Board and General Meetings, report the CSC activities and items produced for the month prior.
- At the April luncheon, recognize and thank the members of the CSC.

Transition

- Coordinate with the out-going CSC chair.
- Choose Saturdays for Community Prep Days and Community Sew Days for every month of the term.
- Provide the President and the Webmaster a copy of the schedule and request the use of the Diamondback Room for the upcoming year. This locks in the dates CSC will use the room.
- Schedule a CSC Planning Meeting as soon as taking office.
- Outline CSC objectives and goals and share with the committee members at the Planning Meetin
- Designate Leads for Backing, Batting, Binding, Quilting, Dog Beds, and Design/Kit. In-Take does not need a Lead.

- Provide the CSC members with the schedule of the Prep Days and Sew Days for the upcoming year along with contact information for the CSC members.
- Coordinate with the incoming CSC chair and provide all information and files.

Community Service Committee Prep Days and Sew Days

- On Community Service Prep Day Saturdays, have a quick meeting before starting in order to keep the members informed of Community Service business.
- On CS Prep Days, prepare kits, organize cabinets, and do anything that needs to be done for the Sew Day.
- On CS Sew Days, be sure that everyone has a kit and works on the objective for that day.