

## **WAQG COMMITTEE CHAIR**

### **JOB DESCRIPTIONS**

#### **ALL COMMITTEE CHAIR RESPONSIBILITIES:**

- Attends all Guild meetings or designates someone to fulfill their responsibilities when unable to attend.
- Recruits' members to serve on the committee.
- Submits an article to the Newsletter Editor each month when warranted and works with the Communications team to promote activities on the Website.
- Monitors website content regularly and requests additions and deletions of information with the Webmaster.
- Attends monthly Board meetings when requested and as desired.
- If the committee has financial responsibility, works with Treasurer on proposed annual budget.
- Prepares a report for the committee's annual business meeting in March. Each committee manages its annual budget. If the budget is exceeded by more than \$50, Board approval is required.
- Maintains information pertinent to their term as Chair, which must be passed on to their successor and Guild archives both physically and electronically.
- When serving under a Vice President, attends committee meetings when requested.

#### **BEEKEEPER**

- Coordinates with Membership team to help new members become active in the Guild. If desired, assists members in finding a bee.
- Recruits and coordinates an "Ambassador" team for Guild meetings to welcome visitors and assists new members in learning about the Guild and bee opportunities.
- Attends NewBee to provide information to new members.
- Updates and maintains the Bee listing, including date, time, and location of each bee meeting, and the name and phone number of the Queen Bee. Submits all updates to Webmaster and Newsletter Editor.
- Maintains a list of all bee members and visits bees periodically to promote Guild activities.

## **BLOCK OF THE MONTH**

- Creates a Block of the Month program; chooses blocks, prepares an instruction sheet, and distributes them at the monthly meetings. Submits the monthly block with instructions to the Webmaster and Newsletter Editor.
- Provides ideas for finished quilts and/or quilt challenges.
- Can create a swap or exchange event as part of the annual plan.

## **CHALLENGES**

- Works with the President and VP Programs to create and execute all guild-wide challenges.
- Solicits prizes if desired.
- Maintains a birthday fat quarter basket through donations and has it available for guild meetings.

## **CHARITY RAFFLE QUILT CHAIRPERSON**

- Coordinates a team of guild members to plan and complete the annual WAQG Charity Raffle Quilt.
- Presents a proposal and plan to the Board in the first quarter of the fiscal year for a quilt that will be awarded the following March. The proposal will include ideas for patterns, fabrics, sizes, estimated supply costs, and estimated quilting costs.
- Assures permission is obtained for all copyrights of any pattern used by a designer/artist/magazine, etc. Recognition will be made on the label of the completed quilt.
- Coordinates the timely completion of the quilt and updates the President and/or Board on progress throughout the year.
- The Charity Quilt for the upcoming year will be presented to the guild membership by the quilt team members in February Guild meeting.

## **DOOR PRIZES**

- Procures items for prizes, sells raffle tickets to Guild members, and conducts drawings at Guild meetings.
- Submits funds collected greater than the 'seed' amount promptly to the Treasurer.
- Submits monthly expenses and revenues report, including purchase receipts, to the Assistant Treasurer.
- Provides a list of items and winners' names to the Secretary for the Guild minutes.
- Ensures the activity is self-funding. May accept donations for use as prizes.

## **MEMBERSHIP COORDINATOR**

- Assists the Vice President of Membership in carrying out all Membership duties, including, but not limited to, data entry, new member orientation and communication, guild meeting responsibilities, and other tasks as assigned.

## **NEWBEE COORDINATOR**

- Schedules and hosts a monthly meeting to welcome new Guild members and support existing members.
- Coordinates with Membership to invite new members to meetings.
- Promotes participation in Guild activities and serves as a resource for block of the month, challenges, and participation in other Guild activities.
- Provides an educational forum to serve as a resource for new quilters.

## **NEWSLETTER EDITOR**

- Publishes a monthly Guild newsletter for membership.
- Gathers and edits, for grammar, punctuation, spelling, and style errors, from articles submitted by Board members, committees and or Guild members.
- Prepares articles/guild information as needed.
- Distributes newsletter delivery via email and submits to Membership Chair any membership corrections received.
- Creates and distributes monthly Guild meeting reminder via email.
- Coordinates with Communications and Social Media in soliciting newsletter sponsors as needed. Revenues are sent directly to Treasurer using the Guild PO Box.
- Maintains a listing of current sponsors, their contact information and ad images.
- Forwards a PDF file of the monthly newsletter to the Webmaster.
- When necessary, requests payment from Treasurer for the digital newsletter platform.
- After presidential approval, sends out special notices for the Guild, e.g., meeting cancellations.

## **NOMINATING COMMITTEE**

- Appointed by the President in September of the second year of their term.
- Leads candidate selection process for biannual election of officers and voting committee chairs on the Board.
- Announces and explains nominating process and opportunities to the membership.

- Working with Board and committee chairs, identifies and interviews candidates for openings on the Board.
- Provides the slate of officers to the Newsletter Editor for publication in the March edition of the newsletter.
- Presents the proposed slate of new officers to the membership at the February Guild meeting. Also requests nominations from the floor at that time.

## **NUTCRACKER BOOTH COORDINATOR**

- Establishes guidelines and promotes membership contributions of handmade items from individuals and bees.
- Creates kits and/or plans workshops to complete items for sale.
- Plans 2-3 pricing days with up to four volunteers. Secures items (baskets, small shelves, containers) to help display sale items.
- Oversees booth rental contract and payment in conjunction with President and Treasurer.
- Orders necessary supplies (bags, pricing supplies).
- Creates a booth layout plan which includes merchandise of all kinds, the Guild's Annual Charity Quilt, and a Guild sign.
- Solicits volunteers to transport, set up, and take down booth items such as grid panels, and to work in the booth on Friday and Saturday.
- Creates and oversees a volunteer schedule, including extra on-call people for unexpected situations.
- Packs and stores leftover items that can be sold in future sales and donates other items that are determined unsellable.

## **PARLIAMENTARIAN**

- Maintains order during Board and Guild meetings, following the governance in the current edition of Robert's Rules of Order, Newly Revised.
- Educates Board members on the motions process.
- Working with Guild leadership ensures the policies of the Guild are adhered to, including the Bylaws, Operating Procedures, Conflict of Interest Statement, Code of Ethics and the general rules of conduct. Also responsible for maintaining these policy documents.
- As needed, provides guidance on any approved amendments to the Bylaws. Any significant changes are submitted to the IRS by the Treasurer. The Secretary maintains all other related Guild records.
- As needed, provides Secretary with copies of recommendations to the Board for the official minutes and for the archives.
- Participates in Board meetings in an advisory capacity; is not a voting member.

## **QUILTS OF VALOR**

- Reserves venue for monthly committee meetings, determines group's projects, and provides basic workshop supplies.
- Manages the committee's fabric storage in the Guild's storage unit if necessary.
- Coordinates delivery or pick-up of items to be donated.
- Selects recipients of quilts either through an organization or individual contact.
- Plans and executes regular awards ceremonies.
- Documents and maintains donation records.
- Updates the Board and Guild on their activities and events.

## **QUILT SHOW CHAIRPERSON(S)**

- Leads planning, organizing, and executing the entire event, from budget and venue booking to marketing, vendor management, committee coordination, - setup, publicity, hospitality, volunteers, photographer and post-show wrap-up, ensuring a successful showcase that inspires members and promotes the Guild.
- Recruits all Committees, including Steering Committees and sub-committee chairs.
- Works with Treasurer to ensure adequate insurance.
- Works with the Board to obtain a budget, secure the venue and support service contracts.
- Oversees all aspects of marketing, including advertising, social media, website and printed materials (postcards, show program).
- Coordinates workshops, guest speakers, vendors and special exhibits.
- Establishes and provides job descriptions for all committee chairs, timelines and forms.
- Determines specific activities such as raffle items, educational opportunities, featured artists and special exhibits.
- Directs the physical installation and dismantling of the show.
- Ensures all expenses are paid.
- Holds a final meeting with committee chairs to review successes, challenges, and improvements for the next show.
- Compiles a comprehensive report for the next chairperson, documenting obstacles and successes.

## **SHOW AND TELL**

- Prepares sign-up sheets for members to participate, including a brief artist statement for each item.
- Ensures each participant in Show and Tell understands the guidelines.
- Organizes participants to ensure efficient use of meeting time.

- Recruits an individual to take photographs and post pictures and information for which permission has been given.

## **SOCIAL EVENTS**

- Organizes a minimum of 2 Sew-Ins (1-day retreats) annually.
- Organizes the 3-day retreat at Camp for All held annually in January.
- Plans and conducts icebreakers for the Guild meeting to help members get to know one another in conjunction with President and VP Programs.
- Helps organize the December Holiday meeting, in conjunction with President and VP Programs.
- Coordinates with the Communication team to promote all planned activities.
- Reports to the VP Programs.

## **SOCIAL MEDIA**

- Oversees and coordinates a consistent guild message and profile across all board-approved social media platforms.
- Posts information regarding meeting times, dates, and details of guild meetings on social media platforms. Posts meeting cancellations or changes.
- Monitors and moderates social media platforms to prevent spam and fraud.
- Approves posts on the open Facebook page for businesses that advertise in the guild newsletter. All others will be denied.
- Moderates requests to join or post on the guild Facebook page by vetting each request using the required questions and verifying the visitor's account as accurate.
- Provides communications guidelines to Guild leadership for social media postings, website updates, and newsletter inclusion.
- Assists guild members with access to social media as needed.
- Assists Webmaster and Newsletter Editor as needed.

## **STORAGE UNIT COORDINATOR**

- Serves as primary WAQG contact with current storage facility and directs the use of the unit.
- Requires familiarity with the terms of the Guild's contract with the storage facility.
- Responsible for keys/codes allowing entry to the unit and scheduling access to the unit for members. The President and the President's designee also have these keys/codes.
- Maintains an orderly and safe storage space.
- Responsible for storage of items, including WAQG official records, fabric, Guild property and donation quilts.

- Maintains inventory of items held in other locations.

### **TAKE CHARITY QUILT FOR A RIDE**

- Displays and sells tickets at all Guild events. Designs tickets and maintains appropriate inventory levels.
- At the beginning of the year, signs up for quilt guild visitations.
- Remits proceeds to Treasurer/Assistant Treasurer in a timely manner.
- Coordinates quilt's travel schedule to and from quilt guild meetings, craft shows, and other locations where raffle tickets may be sold.
- Conducts drawing of winning ticket and awards quilt to winner at the Annual Business Meeting in March.

### **TAKE ME HOME TABLE**

- Oversees table of "free" items at Guild meetings. Establishes and communicates guidelines as necessary.
- Removes any remaining items at the end of the meeting by distributing or disposing of them.
- Recruits a substitute if unable to attend Guild meeting.

### **WEBMASTER**

- Keeps the Guild-sponsored website up-to-date and maintained in user-friendly working order.
- Ensures links are of interest and appropriate to Guild members' needs.
- Presents new website plans and expenses associated with them for Board approval before implementation.
- Manages event calendar (Signup Genius) for visiting guild raffle quilts.
- Implements and maintains a members' only area on the guild website.
- Maintains and secures Guild documents on Google Drive.

### **WORKSHOP COORDINATOR**

- Assists the Vice President of Programs in planning and executing Guild meetings and workshops.
- Responsible for arranging accommodation, transportation, meals, and meeting set up for out-of-town speakers based on speaker's needs.
- Promotes workshops via newsletter, website, and social media, creates participant lists, and collects payments.

- Ensures the space and equipment needed are available for the speaker at meeting and workshop. In conjunction with VP Programs, assist the speaker with set-up and take-down after Guild meeting and workshop.
- At least 2 weeks prior to the workshop, confirms attendance numbers and notifies participants of the workshop supply list.
- Checks in participants and confirms payment on workshop day.
- Transports and sets up Guild-owned workshop equipment.
- Attends or maintains presence during the workshop to troubleshoot and provide the speaker's lunch.
- Submits receipts for costs incurred on the speaker's behalf to the Treasurer for reimbursement.