

Sew and Sew Committee Job Responsibilities

- 1. Summary description of position/committee responsibilities.** Purchase/compile desirable quilting items for each month the drawings are to be held. Usually, 3 prizes are offered. Arrive 1/2 hour before social time begins to set up table and drawing prizes. Collect money as tickets are sold and announce winners at the end of the meeting. Submit cash and Committee Revenue Submittal form to Financial Secretary and give Reimbursement/Payment Request to Treasurer. Clean up the table and tote after use. Keep a small binder with all paperwork and accounting.
- 2. Time Commitment:** Approximately 6 hours a month for shopping, assembling prizes, time at meetings and paperwork.
- 3. Number of members on committee:** Chair and one or two other members is ideal.
- 4. Forms used:** Reimbursement/Payment Request and Revenue Submittal forms are available on the PQG website. However, the Committee Revenue Submittal Form in Triplicate is supplied every meeting by the Financial Secretary.
- 5. Monthly Tasks:** Purchase and attractively display drawing prizes. Accept (and use!) any wonderful donated items provided by guild members. Talk to interested guild members at the table and collect money and distribute drawing tickets. Submit money and paperwork at the end of the meeting to the Financial Secretary. Submit Requests for Reimbursement/Payment to Treasurer. Send to the Newsletter Editor the names of the winners or give them to Secretary at the meeting.
- 6. Financial Information:** Check the budget for the revenue and expenses for the committee. There is \$25 seed money kept each month in small bills. All profits/funds received by the committee are returned to the guild members within the calendar year either through monthly prize winnings or the December end of year drawing.
- 7. At the end of the year,** December meeting, the new chairperson can take home the \$25 seed money and tote containing donations and drawing goodies purchased. There is a tote that stays at the church containing baskets, signs, raffle tickets, etc.
- 8. Other notes.** This is a fun job if you like to assemble cute, interesting, inspiring quilting fabric and notions. The items are collected through donations or purchase at quilt shops, quilt shows, quilters garage sales, etc. Paperwork is simple. This is a great way to meet the ladies in the guild and everybody loves the Sew and Sew Table! The money leftover at the end of the year is awarded to guild members winning the end of year raffle and prizes may consist of gift certificates to local quilt shops, online quilt shops or can be given in prize items. Winners must be present to win with the exception of the end of year raffle.