

Pioneer Quilters Guild Retreat Coordinator

1. **Summary description of position/committee responsibilities:** Facilitate PQG's Spring and Fall Retreat. Promote retreat, plan facility arrangements with Mt. Hope/attendees, plan daily activities for camp.
2. **Approximate time commitment**
 - a. Weekly; 6 weeks prior to camp and a week or so after 5-6 hours, maybe more
 - b. Monthly: three months prior to camp 2 to 3 hours
3. **Number of members on position/committee:** Currently two. Used to be only one..
4. **Summary description of member(s):** Current team has chosen to have one person deal with Mt Hope, registrations, donation requests. Other team member's tasks include planning mystery project and daily activities for camp. I feel it is most helpful to have a "team" to bounce ideas around with.
5. **Forms used, contact information, etc:** Registration forms, past lists of gift donators (both local quilt shops and various other quilt related business off the web).
6. **Detailed description of tasks/responsibilities**
 - a. Monthly tasks: be in contact with PQG Board regarding any contract changes from Mt Hope. Necessary registration changes. Newsletter announcements. Web page updates. Announcements at our monthly member's meeting.
 - b. Weekly tasks Camper email updates, donation requests, pick-up of local donations, possible activity search and set-up plans for each particular camp session.
7. **Financial Information**

Budget: No funds; campers pay for the cost of camp. Copy charges, paper goods for camp are the type of purchases that might need to be refunded out of the general funds.