

Pioneer Quilters Guild

Social Correspondent Job Description

1. Summary description of position/committee responsibilities:

The Social Correspondent sends get well cards to members that are ill or have a family member that is ill. Sympathy cards are also sent to members who have suffered the loss of a loved one. The Social Correspondent relies on Guild members to provide her the information, so cards may be sent in a timely manner.

2. Approximate time commitment

- a. Weekly: depends on need
- b. Monthly: depends on need
- c. Yearly: depends on need

3. Number of members on position/committee: One

4. Detailed description of tasks/responsibilities (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc.)

- a. Yearly tasks: Maintain a binder with Job description
- b. Quarterly tasks: Maintain a list of those members who have been sent a card. Purchase stamps and card supplies as needed.
- c. Monthly tasks: Article in newsletter as needed
- d. Weekly tasks: Send out cards as needed

5. Financial Information

- a. Budget: \$50

5. Transition

- a. Schedule date to hand off materials to and train incoming member