

## **Pioneer Quilters Guild Position Responsibilities – Ways and Means Committee**

### 1. Summary description of position/committee responsibilities:

The Ways and Means Committee (Committee) is responsible for the fundraising efforts of the Pioneer Quilters Guild (Guild). The Committee is responsible for the marketing of the Opportunity Quilt, the disbursing of the opportunity quilt tickets to the members of the Guild, the scheduling of the Opportunity Quilt to be exhibited at different venues (including other quilt guilds, shows, craft shows, and any other location where there is an opportunity to exhibit and sell tickets for the quilt), the selling of products at the Guild meetings, and soliciting members of the Guild to take the quilt to the venues that have been scheduled.

The Chair of the Ways and Means Committee is responsible for overseeing that the tasks listed above are being completed by the members of the Committee. The Chair is also responsible for (1) attending the Executive Board meeting once a month and reporting on the monies collected, and the venues that have been currently scheduled for the Opportunity Quilt; (2) attending the monthly Guild meeting reporting to the general membership on the efforts of the Committee; (3) keeping an accounting of income and tickets sold at each event; (4) having the sole responsibility for the monies involved (i.e., submitting reimbursement forms and submitting monies that have been collected); (5) soliciting quilt shops for donations in order to offset the cost of the printing of the next year's Opportunity Quilt tickets; (6) coordinating with the Opportunity Quilt Production Committee on the name and size of the next year's Opportunity Quilt; (7) overseeing the printing of the Opportunity Quilt tickets; and (8) working with the other members of the Committee in order to keep the lines of communication open (which may include having a monthly meeting).

### 2. Approximate time commitment

- a. Weekly – One hour
- b. Monthly – Six to 10 hours (depending on travel time)
- c. Yearly – 80 to 100 hours

### 3. Number of members on position/committee.

The Ways and Means Committee works well with three or four members on the Committee, with each member of the Committee being assigned a different task. These tasks may be combined if there are not enough members of the Committee.

One member should have the responsibility of seeking and making scheduling the Opportunity Quilt at venues/guilds and informing the other members of the Committee of the arrangements made. It is better to have one member assigned to the scheduling since there could be conflicts if you have more than one person scheduling. One member should have the responsibility of soliciting members of the Guild to take the Opportunity Quilt to the different venues/guilds and making arrangements to deliver and pick-up the Opportunity Quilt to the person(s) who will be taking the Opportunity Quilt to the venue/guild. One member should have the responsibility for the accountability of the Opportunity Quilt tickets that (a) are additional tickets taken by members of the Guild, and (b) taken with the Opportunity Quilt to sell. And one member should have the responsibility of the fundraising products.

4. If job responsibilities for additional member(s) are different than described in item #1 above, provide summary description of member(s).

- a. Scheduler – The Scheduler is responsible for seeking and making arrangements for exhibiting and selling tickets for the Opportunity Quilt at different venues/quilt guilds. This entails contacting the venue/guild involved and deciding on a date that can be worked into the schedule. Once the time and date have been established, the Scheduler is to inform the Chair and the other members of the Committee (via e-mail) of the arrangements made – this information should include the name of the guild/venue, date, time of set-up, time of meeting, location, and contact person and phone number of contact person.

The Scheduler is responsible for soliciting members of the Guild (via clipboard at the meeting) or by e-mail to the general membership to take the Opportunity Quilt to the venue(s)/guild(s).

At each monthly meeting, the Scheduler should circulate a clip-board that has the date, venue/guild, and times of the currently scheduled dates that do not have any one signed-up to take the Opportunity Quilt to. If, after the meetings there are still dates open that no one has volunteered for, send an e-mail requesting volunteers for those dates. Hopefully, you will get a timely response. If not, keep sending e-mails.

- b. Opportunity Quilt Logistics Person – The Logistics Person is responsible for delivering and picking-up the Opportunity Quilt, suitcase, quilt frame, and table (if needed) to the person(s) who will be going to the scheduled venue/guild.

At least one week prior date of a scheduled venue/guild, the Logistics Person should contact the member(s) who have signed-up to take the Opportunity Quilt and establish that they are still able fulfill the commitment they have signed-up for. Once that has been established, the Logistics Person is to make arrangements to deliver the Opportunity Quilt to the member(s) and arrangements to pick-up after the venue/guild. Sometimes suggesting a halfway location works so neither person has to drive too far out of their way.

NOTE: At times, when contacted, member(s) who have committed to taking the Opportunity Quilt to a venue/quilt guild will inform the Logistics Person that they are not able to do so. At that time, depending on the timeframe involved, it will be necessary for the Logistics Person to contact the general membership by e-mail and seek other member(s) to take the Opportunity Quilt. Should there be no response, it will be up to the Logistics Person to work with the other Committee members in order to decide if (1) the venue/guild should be canceled and rescheduled, or (2) see if someone on the Committee can take the Opportunity Quilt to the venue/guild.

The Logistics Person will be delivering the (1) suitcase containing the Opportunity Quilt, sheets for protecting the quilt, the cash box (with \$40 in cash - 4 fives and 20 ones) and collection envelopes, the tickets, ticket box, quilted wrap-around sign with Guild's name for the table, set-up instructions, plastic holder for sign, and (when available) quilt show fliers, (2) the quilt frame to display the quilt on and the fold-up table, (3) the name of the venue/guild, date, time of set-up, time of meeting, and name and number of contact person, and (4) a map showing and giving directions (you can get from Mapquest).

When the suitcase, quilt frame and/or table are picked-up by the Logistics Person, it essential to review the contents and replenish any needed items (especially the tickets). This makes the job easier when it is time to deliver the next time.

NOTE: The Logistics Person is to return the monies received for the sale of the Opportunity Quilt to the Chair of the Committee so that she can turn in to the Treasurer at the appropriate time. The ticket stubs are given to the person in charge of the tickets.

- c. Ticket Master – The Ticket Master is responsible for the accountability of the Opportunity Quilt tickets. Once the tickets have been ordered and delivered, the tickets must be packaged for the 150 members of the Guild. Each Guild member is to receive 18 tickets and a photo of the Opportunity Quilt. Coordinate with the Membership Committee so that you can be provided with a list of the current members. Make sure the Membership Committee keeps you informed as to any new members (since they will be entitled to their 18 tickets and a photo).

The remaining tickets can be packaged in groups of 50.

NOTE: The task of packaging and placing tickets and photos in envelopes can be done quickly with all members of the Committee.

Tickets may be given to the members of the Guild beginning at the February meeting. It is easiest to have the members of the Guild pick up their tickets at the Ways and Means Committee table. Place the envelopes in alphabetical order in order to make the delivery of the tickets simple. As the year progresses, there may be tickets that have not been picked up by the members of the Guild. You can have the Chair of Ways and Means make an announcement in the Newsletter with the names of the members who have not picked their tickets. In November, if you still have tickets that have not been picked up, contact the member(s) and let her know that they have not picked up their tickets. If they are not going to be at the December meeting, ask them if they would like for you to fill in their tickets and place them in the drum.

Throughout the year, the Ticket Master is responsible for seeing that the Logistics Person is provided enough tickets for selling when showing the Opportunity Quilt. Arrangements can be made to deliver the needed tickets to the Logistics Person at the monthly Guild meetings or at some other place and time decided by the Ticket Master and the Logistics Person.

The Ticket Master is responsible for keeping the ticket stubs until the drawing for the Opportunity Quilt at the December meeting. That is when she will place the tickets in the ticket drum for the drawing.

The Ticket Master is also responsible for accounting for any extra tickets that members request to sell in addition to their 18 tickets. Use a document, created in either Word (using landscape) or Excel, which lists the name of the members of the Guild in alphabetical order, and with boxes in order to keep track of the date, number of tickets taken, and amount of money returned.

Any monies returned to the Ticket Master is to be surrendered to the Chair of the Ways and Means Committee so that she can submit to the Treasurer at the appropriate time.

- d. Product Person – The Product Person is (1) responsible for keeping inventory of PQG merchandise (i.e., shirts, mugs, etc.) for sale; (2) keeping monthly accounting of income and expenses of merchandise; (3) seeking new ideas regarding new product that would sell to the general membership of the Guild; (4) ordering new product; (5) bringing the current inventory of product to the monthly meeting of the Guild; and (6) turning money and invoices to the Chair with PQG Income/Expense submittal form signature and submittal to Treasurer.
5. Forms used, contact information for vendors or service providers, software used, etc:
    - PQG Revenue Submittal Form
    - PQG Reimbursement/Payment Request Form
    - Opportunity Quilt Tickets have previously been ordered from Copy Depot, 601 Douglas Boulevard, Roseville, CA (916) 786-2444
  6. Detailed description of tasks/responsibilities (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc.)
    - a. Yearly tasks:
      - Package and disburse to the general membership 18 tickets photo of opportunity quilt
      - Attend Budget Meeting
      - Solicit donations from regional quilt shops to offset cost of printing Opportunity Quilt Tickets
      - Coordinate the name and size of the quilt with the Opportunity Quilt Production Committee.
      - Order Opportunity Quilt tickets for the following year
      - Create new sign for the Opportunity Quilt
      - Aid in deciding who will be responsible for having pictures of Opportunity Quilt taken. Make 160 copies.
    - b. Quarterly tasks

Prepare a quarterly report of committee revenue and expenditures for Executive Board.

- c. Monthly tasks
  - Attend Executive Board Meeting and report on (a) upcoming venues/guilds where the Opportunity Quilt is scheduled to be taken, (b) the up-to-date total of funds received from the sale of the Opportunity Quilt tickets, (c) any other information requested by the Executive Board, and (d) any action you may need the Executive Board to be informed about.
  - Attend monthly Guild meeting and make general announcements regarding the efforts of the Ways and Means Committee and the solicitation of members to sit take the quilt to scheduled venues/guilds.
  - Set up and staff a table to display fund-raising items for sale and to collect ticket stubs and revenue from member Opportunity Quilt sales.

- Submit PQG Revenue Submittal Form and/or PQG Reimbursement/Payment Request Form to Treasurer.
  - Submit newsletter announcements (or articles) informing the general membership as to the activities the Committee is involved with and soliciting volunteers to take the Opportunity Quilt to the scheduled venues/guilds.
  - Chair and attend monthly meeting of Ways and Means Committee (if needed).
- d. Weekly tasks

Update calendar with regard to the newly scheduled venue/guild opportunities that have been provided by the Solicitor.

- e. Other tasks

Ongoing solicitation of venues for taking the Opportunity Quilt

Ongoing contact with Guild members who have volunteered to take Opportunity Quilt to venues/Guilds for logistics of delivering and picking-up Opportunity Quilt.

#### 7. Financial Information

Budget – the budget is for the cost of tickets printed.

#### 8. Transition

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