

GENERAL GUIDELINES FOR COMMITTEE CHAIRS

1. Each committee chair is accountable to the West Pasco Quilters' Guild, Inc. Board of Directors and works collaboratively with all other committees to benefit members and accomplish the work of the Guild.
2. Appoint a co-chair and as many committee members as needed to create and maintain a successful committee. Committee selection should begin as soon as possible and a meeting scheduled to start on the agenda for the year.
3. Submit a list of your co-chair and committee members to the President and Vice-President.
4. Notify the President and your co-chair if you are unable to attend either Board or General Meeting and provide a report of your committee's status for presentation to the board.
5. Attend a minimum of 50% of Board and General meetings or send a representative when possible.
6. Provide newsletter material to Newsletter Chair according to predetermined deadlines.
7. Keep a record of income and expenses versus budget.
8. Approve all committee payment vouchers in accordance with the WPQG reimbursement policy and inform committee members of appropriate policy and procedures for purchase and reimbursement. In accordance with best practice, receipts for reimbursement must only include purchases made for the West Pasco Quilters' Guild.
9. Submit a written annual report to the President. The report should cover the committee activities for the year.
10. Review committee policy and procedures at the end of the term of office and recommend changes when you submit your annual report to the President.
11. Meet incoming chair to review the position and answer questions. Provide a committee property inventory to the President and incoming chair.
12. All committee purchases made or reimbursed with Guild funds (books, fabric, patterns, calculators, files, etc.) become Guild property.
13. Maintains an inventory of the committee's Guild property and provides an updated list to the President and Treasurer at the annual combined board meeting.

14. Gift Card Donations:

1. Obtain a written request for funds from the organization.
2. Obtain permission from the WPQG board to donate the funds.
3. Purchase the gift card. Save the receipt. Only the gift card should be on the receipt.
4. Present the gift card to the organization.
5. Have the person receiving the gift card sign a payment voucher; i.e. Received by _____.
6. Present the completed payment voucher, request for funds and the receipt to the Treasurer for reimbursement.