

Morningstar Quilt Guild Position Descriptions

President: Preside over the meetings, oversee all operation of the guild and have an understanding and be familiarized with all Guild activities during the year of office.

Keep records of approved motions with dates and overall necessary information in a folder for future references to be passed to the next incoming officer taking the position?

Vice President: Take over the duties of the President when needed. Handle sales of guild pins. Collect money, tally and forward it to Treasurer. Captain of the "Phone Tree": Responsible for activating the phone tree when the need arises. Oversee the Show and Share sign up sheet at each meeting. Vice President can work with Membership to welcome new members at the beginning of the membership year.

Keep records and necessary information in a folder for future references to be passed to the next incoming officer taking the position.

Secretary: Take monthly minutes of the Guild meeting. Minutes are to be provided to Newsletter chair and President. (Newly pasted motion at 2/04 meeting) Instead of reading the minutes of each meeting they are to be posted on the bulletin board at each month's meeting.

Keep records and necessary information in a folder for future references to be passed to the next incoming officer taking this position.

Program Chairman: Arrange a speaker or program of interest to the membership for each meeting. Handle arrangements for January Chinese auction, July picnic, and all monthly meetings. Programs Chairs needs to work hand in hand with Workshop and Special Education Chairs to arrange programming schedules. Work with Treasurer on any funds needed for supplies or speaker payments. Keep all receipts for expenses and forward to treasurer. Give information to Secretary Person for any thank you to be sent to a program speaker. Provide newsletter editor with information for upcoming month's programs including speakers name with a description of what it will be about. Keep the current President updated with programming information as it becomes available. Keep records of monthly programs and speakers with contact information along with necessary information in a folder for future references to be passed to the next incoming chairman taking the position.

Treasurer: Collect and disburse guild funds from and for all guild activities. Keep financial records. Supply Treasury reports to the guild and newsletter editor. Keep track of budget for each guild committee. Work with Quilt show Treasurer to collect and disperse funds for Quilt show. Keep records and necessary information in a folder for future references to be passed to the next incoming officer taking this position.

Newsletter: Collect information from Officers/Chairs and related to guild activities, events, and interests and present them in a monthly mailing to the guild membership. Newsletter is to finished and mailed out in a timely manner before the next Guild meeting. Keep all receipts for expenses and forward to treasurer. Submit a copy of each newsletter to Historian for achieves. Keep records of monthly expenses and necessary information in a folder for future references to be passed to the next incoming chairman taking this position.

Way & Means: Purchase or collect donations for items to be raffled at each meeting. Arrange and present selected items each month. Provide slips of paper or tickets for monthly raffles. Choose a name from entries as a winner and present them with items. Total monies collected for raffle each month and give to the treasurer. Keep all receipts for expenses for monthly raffle and forward to treasurer

Keep records of raffles with funds amounts collected monthly along with any other necessary information in a folder for future references to be passed to the next incoming chairman taking this position.

Sunshine: Be attentive to the membership due to illness, hospitalization, or death. Send a card to member in need of condolence or get well wishes. Keep guild membership and President informed of members needing kind thoughts and cards. Sunshine Chair will make calls to any member who is absent from Guild meetings for a couple of months to check on them as notified by Membership Chairman. Send out any thank you cards when the need arises. Keep all receipts for expenses and forward to treasurer. In case of sudden death, hospitalization of a member or emergency situation Sunshine Chair should contact Phone Tree Captain or President. Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Huggie Quilts: Oversee the making (ex. Find and develop a block pattern to be made by the membership.) storing, signing, and distribution of a quilt to a member who has been ill, had an operation, or lost an immediate family member (Immediate family defined as husband/wife/child of a member). Keep President informed of members in need. Huggies can be done through kits or printing the pattern for distribution to the membership. If a pattern is designed for Huggies enclose a copy in this folder along with names of members receiving Huggies. They will also read any thank you from Huggie recipients at the meetings. Thank you cards should be turned over to the Historian chair. Keep all receipts for expenses and forward to treasurer. Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Membership: Make a membership renewal form to be published in the November newsletter with extra copies available at the November/December meetings. Accept membership renewal forms and monies from renewing members. Total and turn all funds into Guild Treasurer. Keep a waiting list of interested people with their names, addresses and phone numbers and inform them of guild policy. Membership Chair will contact individuals on the waiting list after membership renewals to invite them to attend 1 meeting excluding the Christmas party and our picnic in July also requesting confirmation if they wish to remain on waiting list till next renewal period, keeping the waiting list current. Welcome any new members with help from the Vice President if so desired, in familiarize them with guild and it's activities. Provide each member with a Membership Roster of member's names, addresses, phone numbers, and (e-mails) and a membership card by February's meeting. Keep monthly attendance of meetings and provide Sunshine chair if anyone is absent for more than a couple of months. Keep all receipts for expenses and forward to treasurer. Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Librarian: Keep the guild Library in good order. Keep a compiled list of all books in the library. Bring out library cart at the beginning of each meeting and put it away at the end. Keep track of card catalog of books borrowed by membership. Purchase new books of interest to the guild within Guild's library budget. Record/login and add new books to library. Inform membership at meetings of any new books or items in library that may be of interest; for example seasonal books or books related to programs. Keep all receipts for expenses and forward to treasurer. Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Historian: Keep Guild history and events in scrapbooks. Collect all thank you cards, newspaper articles, photos, etc. to record our guild and memberships activities. (Whenever possible place

information, pictures etc. on CD disc in format that can be read on any computer. Possible make a copy of pictures on CD for library).

Keep all receipts for expenses and forward to treasurer.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Education: Arrange for speakers, programs, and workshops above and beyond regular guild programs. Education Chair needs to work hand in hand with Program and Workshop Chairs to arrange programming schedules. Planning and contracting National acclaimed teachers may have to be planned years in advance. Work within Guild Special Educations budget. Inform the membership and President of special educational programs and workshops that may coincide with such program plans.

Keep all receipts for expenses and forward to treasurer.

Keep records with names and contact information along with any other necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Workshops: Arranging teachers for guild member's workshops to learn new techniques and actively work on projects. Workshop Chair needs to work hand in hand with Program and Education Chairs in arranging scheduling. Workshop chairs can draw from the Membership, example- items seen during show and share and/or get a guild member with a particular talent to teach it. They can also draw from teachers from area quilt shops, guild speakers, other guilds, etc. Workshops are typically held the third Wednesday of the month in our usual meeting place with a cost of \$10. (Fees could vary with different teachers ex National teacher or teacher outside of Guild membership). Members must prepay their fees for enrollment in the workshop. A minimum of 4 members should be enrolled for class to take place but this is up to the disgression of the workshop teacher. Workshop fees are usually split 50/50 with guild and teacher unless other arrangements are made. The workshop chair is responsible for setting up the class, arranging to use the room at the church, collecting sign-ups and fees, providing supply lists, and overseeing the workshops or arranging for someone to do so including collecting and removing any garbage created by guild. Oversee equipment for workshops provided by Guild. (extension cords, pressing mats etc.)

Keep all receipts for expenses and forwarding them to the treasurer.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Secret Pals: Chairman will make up a secret pal sign up sheet to be printed in the newsletter in September/October and extra copies available at September/October/November meetings for sign up. They will then match up secret pals according to the number of times a year each person wishes to participate (holidays only, 6 x a year, or monthly). They will then pass out secret pal gifts to participating recipients at each meeting, arranging for anyone absent to receive their gift. They will oversee the running of this program and handle any problems that may arise.

Keep records of secret pal matches so there are no yearly duplicates and necessary information in your folder for future references to be passed to the next incoming chairman taking this position.

Charity Quilts: Chairman will receive and distribute any charity quilts made by the guild or donated through the guild. Chair person can develop or choose a block pattern, fabric colors or criteria for charity quilts. Chair can also request special sew day/times or sew meeting to assemble these quilts. Any patterns developed for these projects should be filed in the Charity folder. They will read thank you cards to the guild from organizations that received Charity Quilts from our membership and present them to the historian. They will keep the membership informed of any related information.

Keep all receipts for expenses and forwarding them to the treasurer.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Round Robin: Chairman will collect membership ideas for a round robin, facilitate the choosing of a round robin project. Collect sign-ups of members wishing to participate. Provide instructions and rotation order lists to participants involved in project. Oversee progression of quilts and presentation at end of project.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Block of Month: Chairperson will select a block design for each guild meeting month; show a sample of the block chosen at the previous meeting. She will provide the Newsletter Chair with instructions to be printed in the newsletter. Instructions are to include block size and necessary cutting and sewing instructions to complete the block. At the meeting she will collect and display the blocks made by participating guild members. Chairperson will provide slips of paper for signatures of participating members to use for block drawing each month. One slip for every block made. Collect those entries each month from which she will then draw the current month's winner and present them with the blocks they have won.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Hostess: Assign current guild members a month to be a part of a committee to provide refreshment for the meeting. Purchase supplies needed for guild refreshments. Oversee kitchen and refreshment committee at each meeting. Collect and remove and dispose of any garbage created by guild. Responsible for overseeing kitchen cleanup and make sure everything is put away. Keep all receipts for expenses and forwarding them to the treasurer. Assist any member seeking help switching their hostess duties.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.

Quilt Show Chairman: Oversee all planning, organize meetings, and items pertaining to the guild Quilt show to be held every second year. Work hand in hand with current Guild President and Program Chair example: Committee meetings, special program presentation of Quilt Show information.

Keep records and necessary information in a folder for future references to be passed to the next incoming Chairman taking this position.