



TRI-COUNTY QUILT GUILD

Responsibilities of Standing Committee Chairs

Head BeeKeeper:

- Keep a list of bees and beekeepers
- Be responsible for referring members interested in joining a bee to one that matches their interests and/or location
- Submit articles, as appropriate, for inclusion in the newsletter
- Promote the formation of new bees
- Shall provide all beekeepers with membership renewal/purge information to determine that all bee members are in good standing with the guild
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide the Board with year-end report of all activities at the January Board Meeting

Block of the Month:

- Choose monthly block patterns for the year
- Coordinate with Charity Bee Chair to create BOM kits each month
- Ensure the block of the month and instructions are sent to the newsletter by the 15th of the month
- Coordinate the turning in and distribution of the blocks at Guild meetings
- Award BOMs via a drawing each month. Provide duplicate blocks to the Charity Bee
- Coordinate with Charity Bee to propose a yearly expense budget
- Provide written documentation of expenses (Check Request Form) for each project to the Treasurer and maintain copies
- Provide the Board with year-end reports of all activities by the January Board meeting

Charity Bee:

- Be responsible for coordinating, collecting, and finishing, as needed, of quilts or quilt tops
- Monitor fabric supplies
- Preside over monthly bee
- Maintain records of charities supported and quilts donated
- Provide copy of each charity's 501(c)(3) Letter of Determination to the Registered Agent
- Deliver finished quilts to a not-for-profit or community service organization (a designated 501(c)(3) organization) as approved by the Executive Board
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Report progress to the Guild and outline any special needs
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide written documentation of expenses (Check Request Form) for each project to the Treasurer and maintain copies
- Provide the Board with year-end reports of all activities at the January Board meeting

Community Service:

- Promote collection of charitable items for various organizations
- Collect and deliver donated canned and non-perishable foods, as well as other requested items, to a not-for-profit or community service organization (a designated 501(c)(3) organization) as approved by the Executive Board
- Maintain a list of charities supported. Provide a copy of the charity's 501(c)(3) designation to the Registered Agent.
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide the Board with year-end reports of all activities at the January Board meeting

Holiday Bash: Chair and Co-Chair

- Coordinate with Property Management Chair for use of the facility
- Create a committee to help
- Organize the donations for prizes for the evening
- Coordinate foods and paper products
- Coordinate set-up and take-down
- Plan the games, entertainment or social time for the event, and advise the membership if fabric, blocks, door prizes, etc. are requested for the event
- Coordinate with Newsletter Editor to have information in the Newsletter by the 15th of the month
- Prepare a yearly budget and submit to Vice-President for Financial Oversight
- Provide written documentation of expenses (Check Request Form) for the Bash to the Treasurer and maintain copies, keeping in mind that no monies can be spent for door prizes, etc
- Provide the Board with year-end reports of all activities at the January Board meeting

Hospitality:

- Greet visitors and make them feel welcome at each Guild Meeting
- Have each visitor sign the Visitor Log
- Coordinate with Membership Chair to prepare and distribute Visitor Packets containing information about the Guild, along with a membership application
- Answer questions and direct visitors to areas of interest at each Guild meeting
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Send sympathy and get-well cards to members as appropriate
- Prepare a yearly expense budget and submit to Membership Chair
- Provide the Board with year-end reports of all activities at the January Board meeting

Newsletter:

- Coordinate with the President, Secretary, and others for information from meetings to be included in the newsletter
- Call for additional news items for publication
- Complete the newsletter and submit to the Blog by the 20th of each month
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide the Board with year-end reports of all activities at the January Board meeting

Property Management:

- Coordinate with the facility management for the use of building for monthly meetings and with the Holiday Bash Co-Chairs
- Coordinate with Registered Agent to prepare an annual check request for the donation made to Fairfield Baptist Church and Cypress Crossing Christian Church in appreciation of the use of their facilities
- Open the facility one hour prior to the start of each meeting and be responsible for lighting, sound system, and air conditioning for monthly meetings and special events
- Ensure the facility is returned to its original condition at the conclusion of monthly meeting and special events
- Maintain an inventory of all Guild-owned property
- Maintain a list of User ID's and passwords used on Guild-related software, hardware, and on-line filings
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide written documentation of expenses (Check Request Form) for each project to the Treasurer and maintain copies
- Provide the Board with year-end reports of all activities at the January Board meeting

Publicity/Social Media Administrator and Backup

- Attend all Guild events and provide photo coverage for the monthly newsletter by the 15th of the month
- Submit articles as appropriate for the monthly newsletter by the 15th of the month
- Act as Facebook page administrator
- Provide graphic design as requested by Quilt Show Chairs or others for printed Guild materials
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide written documentation of expenses (Check Request Form) for each project to the Treasurer and maintain copies
- Provide the Board with year-end reports of all activities at the January Board meeting
- Coordinate with backup Photographer/Facebook Administrator so that all Guild events are covered.

Story Books and Quilts:

- Maintain a record of schools provided with quilts and books
- Coordinate all information with the Blog/Social Media Administrator
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Coordinate with educators concerning their requests
- Coordinate with educators to deliver and retrieve quilts and books
- Maintain the request form on the blog and keep it current
- Ensure proper care and storage of quilts and books in custody of Chair
- Ensure all books have approval from the publisher for use of the quilt showcased in the book
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide written documentation of expenses (Check Request Form) for each project to the Treasurer and maintain copies
- Provide the Board with year-end reports of all activities at the January Board meeting

Door Prizes:

- Procure donated items and coordinate monthly door prize drawings

- Provide Secretary a monthly list of contributors
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide written documentation of expenses (Check Request Form) for each project to the Treasurer and maintain copies. keeping in mind that no monies can be spent for door prizes, only administrative items
- Provide the Board with year-end reports at the January Board meeting

Blog Administrator and Backup

- Coordinate with the newsletter editor any information that is submitted by sources outside the Guild for inclusion in the newsletter by the 15th of the month
- Download the newsletter on the Blog by the 25th of each month
- Inform Membership Chair that the newsletter is on the Blog so members can be notified
- Maintain the Blog and keep it current and accurate
- Present proposals of significant changes to design, content, etc. to the Executive Board for approval
- Prepare a yearly expense budget and submit to Vice-President for Financial Oversight
- Provide the Board with year-end reports of all activities at the January Board meeting
- Nominate and train a guild member as backup Blog Administrator

Quilt Show Chair and Co-Chair(s)

- Responsible for the selection of date, theme, venue, and committee chairs
- Schedule meetings with committee chairs in a timely manner to keep everyone updated
- Inform the general membership in a timely manner of changes and requirements of the show
- Prepare a timeline of essential tasks and present a progress report to Executive Board on a monthly basis
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Prepare a Quilt Show budget, by year, and submit to Vice-President for Financial Oversight
- Chair or Co-Chair will authorize and track all quilt show expenditures prior to submittal to President for approval
- Provide written documentation of income and expense for each project to the Treasurer and maintain copies
- Supervise all committees during the actual show days
- Provide the Board with a report within 45 days following completion of the quilt show
- Mentor future Quilt Show Chairs as requested

Rovers:

- Be available to substitute for a committee chair who is unable to attend a Guild meeting
- Provide temporary coverage if someone needs to leave their post prior to the start of meetings

Magazine Sales:

- Keep physical possession of all magazines donated to Tri-County Quilt Guild
- Receive donated magazines, patterns, books, and other printed materials. Sort donated materials, but do not accept printed materials which are not quilt-related.
- Display and sell magazines and other printed materials at Guild meetings and collect the remaining materials after each meeting
- Submit articles, as appropriate, for inclusion in the newsletter by the 15th of the month
- Prepare a brief report of the money collected each month from the sales of magazines

- Submit the sales report with the funds collected to the Treasurer each month
- Provide written documentation of any expenses incurred to the Treasurer, as soon as possible after incurring such expenses
- Prepare an annual Budget and submit to Vice-President for Financial Oversight
- Provide the Board with year-end reports of all activities at the January Board meeting

All Chairs:

- Each chair/co-chair will keep the Executive Board apprised of all committee activities as warranted.

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