



Region of York Quilters Guild Executive Committee Job Descriptions

President

Vice-President

Past-President

Treasurer

Secretary

Program

Newsletter

Display

Library

Outreach

Web

Historian

Quilt Show

Membership

Workshops

Block of the Month



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: President

Length of Term: 2 years

Expected Time Commitment: 3 hours or more twice per month

Key Responsibilities:

- Prepare agendas and Chair both general and executive meetings.

- Book the venue with the town office

 - Submit room layouts for the meetings to town office

 - Arrive early to check venue before meetings

 - Work with treasurer to ensure proper handling of guild funds.

 - Keep overview of all committees and fill in or help where needed

 - Be available for questions

- Submit newsletter message each month.

- Proof read newsletter before publication

 - Notify members and town office in case of meeting cancelation

Qualifications:

- a member of the guild in good standing

- Usually has served a term as vice president

Annual Budget:

\$100

Responsibility for Physical Assets:

The guild banner

Other guild assets where there is no committee chair or as needed

Major Interfaces:

Must be able to work with all members of the executive and the town offices.



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: Vice President

Length of Term: 2 years

Expected Time Commitment:

- Attend Guild Chapter Meeting monthly – 2 hours
- Attend Guild Executive Meeting monthly – 2 hours

Key Responsibilities:

- Assume the duties and preside at all meetings of the Guild in the absence of the President
- Ascends to the Presidency in the third year of her/his term
- Attends functions that the President is unable to attend
- Shall perform any open Committee Chair positions until that position can be filled from the general membership
- Chair specific committee to complete a defined task as requested by the President

Qualifications:

- A member of the Guild in good standing

Annual Budget:

- N/A

Responsibility for Physical Assets:

- N/A

Major Interfaces:

- N/A



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: Past President

Length of Term: 2 years

Expected Time Commitment:

- Attend Guild General Meeting monthly – 2 hours
- Attend Guild Executive Meeting monthly – 2 hours
- Complete assigned tasks - variable

Key Responsibilities:

- Obtain nominations for executive positions
- Present nominees for executive committees at Annual General Meeting
- Chair specific committee to complete a defined task as requested by the President

Qualifications:

- A member of the Guild in good standing

Annual Budget:

- N/A

Responsibility for Physical Assets:

- N/A

Major Interfaces:

- N/A



Region of York Quilters Guild Executive Committee Job Description

Committee: Treasurer

Role:

Length of Term: 2 years

Expected Time Commitment:

- Attend monthly executive meetings and about 2-3 hours a month at home, including trip to the bank

Key Responsibilities:

- Issue cheques to committee members, and executive members for expense reimbursement
- Make deposits at bank in Newmarket
- Attend monthly executive meetings
- Make Quickbooks entries to record income and expenses
- Prepare reports from Quickbooks for executive meetings
- Reconcile monthly bank statement
- Compile documentation for yearend and take to accountant once a year

Qualifications:

- Basic accounting and knowledge of Quickbooks (or similar computerized accounting program)

Annual Budget:

Responsibility for Physical Assets:

- Guild owned laptop with Quickbooks, printer and about 3 file boxes with records from previous years

Major Interfaces:

- President, Vice-President and executive members



Region of York Quilters Guild Executive Committee Job Description

Committee: Program

Role: to plan and arrange for the program component of each monthly guild meeting

Length of Term: 2 years

Expected Time Commitment: 3-4 hours per month, including attending the executive meeting

Key Responsibilities: -determine what the program component will be for each of the 8 guild meetings throughout the year
-contact potential speakers and arrange for their visit to the guild, including booking hotel or arranging for billeting, and introduce/assist the speaker at the meeting
-network with other area guilds to share speakers and program ideas
-liaise with Workshop chair if speaker is teaching a workshop as well
-organize other activities such as challenges, block/fabric exchanges, bus trips or recruit guild members to organize these activities
-provide newsletter submission each month

Qualifications: -organizational skills
- public speaking ability

Annual Budget: \$2500

Responsibility for Physical Assets: - store the projector

REGION OF YORK QUILTER'S GUILD

MEMBERSHIP GUIDE

2014/2015

Congratulations for volunteering for the position of Membership Chair for the Region of York

As Membership Chair you are responsible for:

- ❖ Manning the membership Table during general meetings.
- ❖ Keeping membership information up to date with computer software.
- ❖ Advising the Web-Diva and Newsletter Chair Person of changes in membership.
- ❖ Ordering Membership Name Badges.
- ❖ Preparing Membership Cards for Distribution.
- ❖ Preparing and Distributing Membership Welcome Package to new members.
- ❖ Advising Members of Renewal with Notices in the Newsletter and Website Bulletin Board.
- ❖ Preparing and processing Renewal Forms.
- ❖ Managing Cash Box at the Membership Table.
- ❖ Selling Guild Pins or other items for purchase at the Membership Table.
- ❖ Preparing Membership Deposit and Expense Forms for the Treasurer.

- ❖ Providing information about the Guild and Membership.
- ❖ Managing Membership Waiting List.
- ❖ Maintaining Guest Registry.
- ❖ Attending Executive Meetings
- ❖ Assisting Executive as Required

GENERAL INFORMATION

Membership runs concurrent with the Guild's Year End July 01 to June 30th. Each year

Full Membership is capped at 200 members. This number does not include Life Members

Cost of full Membership is \$40.00 2014/2015 Annually and entitles members to full access to all Guild activities.

Honorary Members:

Life members currently there are two Angela Krotowski and Betty Norberg they do not pay membership dues and have full access to all Guild programmers.

Guests:

Guests are welcome to all meetings at the cost of \$7.00 2013/1014 They are given a temporary badge to wear.

GUILD PINS:

Guilds Pins are available for sale \$5.00 at the Membership Table during Guild Meetings

MEMBERSHIP TABLE:

Membership table is also a "BULLETIN BOARD" where news worthy items are displayed also contains business cards for various services of interest to our members.

SPEAKERS:

Speakers are invited to particular meetings and should have temporary badge made up with their name on it if possible.

EXPENSES:

Most expenses can be covered by the cash box with appropriate receipts to the Treasurer. There are times, the Guild Name Badges
For example when it is necessary to pay for these and submit receipt
To the Treasurer for payment.

Speak to Membership chair:

MEMBERSHIP CARDS:

Membership cards are produced every summer after Membership is finalized. Purchase Blank Business Cards from an office supply store and print the Membership Cards. Guest badges and Speaker Badges.

BADGES:

Membership Badges are printed by Contacting
Dave Burling engravers in Newmarket 300 Donlin Avenue, Newmarket
Ontario, L3Y 4T6 Telephone # 905-895-6291 Fax 905-853-8551 or email
David.burling@sympatico.ca

There are two types of Badges 1- regular pin type 2 – magnetic type
Magnetic type is not suitable for those with pace makers
Cost \$12.00 for either type

STICKERS:

Stickers are applied to all Guild name badges for each season. Select something different for each year at an office supply store.

MEMBERSHIP HANDBOOKS:

Membership Handbooks are produced in Duo Tang Form by the
Membership Chair and contains the following
See separate list called Welcome Package
Instructions for the Victorian Crazy Heart and the Block of the Month
Is now on the Web.

TIPS:

Guild meetings are usually very busy. Be at the Membership table to set up by 6:30 p.m. for September meeting. It is advisable to arrive by 6:00 – 6:15 p.m.

It is advisable to have a volunteer to assist with applying new stickers on name badges as members arrive for the September meeting.

Have a note pad to scribble down notes during the meeting or to track request.

If in doubt about anything. JUST ASK

SUMMARY:

The Membership Chair is an administrative position that requires good organizational skills and the willingness to greet people and assist with varied and numerous requests. You are the public face for new members and guests. Keep smiling and if you need assistance don't hesitate to ask for help.



Region of York Quilters Guild Executive Committee Job Description

Committee: Newsletter

Role: Editor

Length of Term: 2 years

Expected Time Commitment: 8 - 10 hours per month

Key Responsibilities:

Prepare and confirm agreement of annual schedule of due dates for newsletter submissions, review and approval, and delivery to Web Diva for posting. This should be done prior to August executive meeting to kick off the new fiscal year.

Issue monthly reminders and receive submissions from various committees within the guild executive for communication throughout the membership.

Compile and deliver draft newsletter to executive reviewer(s) for approval/finalization.

Submit final newsletter to Web Diva to post for membership information.

Print and mail black and white, double sided copies of newsletter to members who have provided self-addressed, stamped envelopes for the year. **This is expected to be a very small number of members who do not have internet access.

Contact and confirm vendor advertisements in the newsletter for the fiscal year (runs November-October). Email yearly invoice to all existing vendors for reply and payment.

Issue via email payment receipts to vendors. Update Advertiser information in the Newsletter as required. Communicate list of advertisers/modifications to the Web Diva for posting to the web.

Qualifications:

Organizational, communication and editing skills. Ability to use computer and publishing software such as Word, Publisher, In Design or the like as well as Microsoft Excel and email.

Annual Budget: \$50/year

Responsibility for Physical Assets: None

Major Interfaces: Guild Executive & Web Diva



Region of York Quilters Guild Executive Committee Job Description

Committee: Community Outreach

Role: oversee making and distribution of quilts to community agencies

Length of Term: two years

Expected Time Commitment: 8-12 hrs/month

Key Responsibilities: organize fabric for members to make small quilts
Purchase fabrics as needed to compliment donations[i.e. batting]
Collect and distribute completed quilts to community agencies

Qualifications: must have space to store fabric, batting and completed quilts
Must be physically able to cut, pack and transport fabric

Annual Budget: \$500.

Responsibility for Physical Assets: fabric, batting, patterns and communication from agencies receiving quilts

Major Interfaces: president , treasurer and newsletter



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: Library

Length of Term: 2 years

Expected Time Commitment:

- Attend Guild Chapter Meeting monthly – 2 hours
- Attend Guild Executive Meeting monthly – 2 hours

Key Responsibilities:

- Arriving before the doors open to set out the library books and pack up the books at the end of each meeting for storage at the Community Centre.
- Being available at the library tables to receive books returned and loan new books before the meeting and at break
- Maintaining an up to date inventory of books and posting this list on the website. Usually this is done in the summer. This includes culling books that are seldom borrowed.
- Purchasing new books when funds are available. Donations and suggestions from the membership are welcomed as well.
- Contributing to the monthly newsletter
- Attending Monthly executive meetings
- May choose to run a garage sale to fundraise for the library

Qualifications:

- A member of the Guild in good standing

Annual Budget:



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: Workshop Coordinator

Length of Term: 2 years

Expected Time Commitment:

- Attend Guild Chapter Meeting monthly – 2 hours
- Attend Guild Executive Meeting monthly – 2 hours
- Coordinate workshop activities – 4 hours per event

Key Responsibilities:

- Maintain a calendar for the Newsletter and Webmaster to advertise upcoming events as soon as classes are scheduled.
- Coordinate with instructor date and times. In addition ask them to provide a course description as well as any presentation needs and participant supply lists or kits available for purchase
- Arrange for accommodations keeping in mind necessary requirements (lighting, outlets, tables, any equipment needed by teacher, accessibility, parking, kitchen if required)
- Maintain inventory of guild supplies for use by various committees (Retreat, Mini Retreat, Sew Socials, etc).
- Register and maintain an accurate list of participants. If necessary maintain a waiting list for each workshop, notifying those on the list in order as soon as space becomes available.
- Advise participants:
 - Supply List
 - Any other special requirements
 - Bring Guild name tags and lunch
 - Advise of any electrical requirements (extension cords and power bars)
- Maintain accurate financial records
 - Collect participant fees (if paid by cash provide receipt) and provide to Treasurer
 - Arrange of payment for accommodations
 - Arrange to pay instructor
 - Purchase any necessary supplies if required
 - Provide Treasurer itemized list of income and expenses, complete with receipts
- Confirm delegate coordinator if unable to attend workshop.
- Day of Workshop

- Ensure accommodations are set up as required, and left same at end of day
- Assist instructor as required
- Have blank name tags available if required
- Maintain Refreshment area (coffee/tea/water)

Qualifications:

- A member of the Guild in good standing

Annual Budget:

- All workshops are cost only, no additional budget required

Responsibility for Physical Assets:

- N/A

Major Interfaces:

- N/A



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: Web Site

Length of Term: 2 years

Expected Time Commitment:

- Attend Guild Chapter Meeting monthly – 2 hours
- Attend Guild Executive Meeting monthly – 2 hours
- Approx 1 day of time each month (mostly around when the newsletter is published)
- Approx 1 day a year to set up the new email distribution list

Key Responsibilities:

- Keep the Region of York Quilters Guild (RYQG) website current, using the monthly newsletter.
- Keep the RYQG website calendar up to date with Guild events, regional quilt shows.
- Review of the rygwd@gmail.com email box
- Annually create and maintain the membership email address and initiate emails to our members or our executive committee as required.
- Renew of annual licences for McAfee and Calendarwiz.

Qualifications:

- A member of the Guild in good standing

Annual Budget:

- N/A

Responsibility for Physical Assets:

- Lenovo Laptop EB17893261

Major Interfaces:

- N/A



Region of York Quilters Guild Executive Committee Job Description

Committee: Executive

Role: Quilt Show Chair

Length of Term: 2 years

Expected Time Commitment:

- Attend Guild General Meeting monthly – 2 hours
- Attend Guild Executive Meeting monthly – 2 hours
- Attend Quilt Show Committee planning meetings (4-6 meetings) - 2 hours
- Oversees the set-up, the show and the take down of the show – 3 full days

Key Responsibilities:

- Put together a Quilt Show team.
- Book the venue and arrange for insurance.
- Delegate the various jobs to committee members.
- Ensure the various aspects of the show are completed on time.
- Cosign cheques with the quilt show treasurer.
- Report updates to the executive.
- Submit newsletters updates.
- Submit website updates.
- Weekend of Quilt Show
 - Be the contact person between the venue staff and committee members.
 - Assist committee members as required.
 - Be at the venue before the show opens and be the last person to leave after take down.
 - Encourage and support the committee.

Qualifications:

- A member of the Guild in good standing.
- A previous Quilt Show Committee member (preferred but not essential)

Annual Budget:

- The show is cost only, and a budget should be made according.

Responsibility for Physical Assets:

- Committee member binders
- White gloves and signs
- Other items used for hanging quilts