

West Houston Quilter's Guild Job Descriptions for Board of Directors

JOB TITLE: President		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO:		
TASKS		
<ul style="list-style-type: none"> • Supervise and oversee all business of the Guild • Be versed in By-laws of the Guild • Preside at all Guild and Board meetings • Serve as ex officio member of all committees except Nominating Committee • Schedule all regular Board meetings • Receive annual reports of all officers and committee chairs at the November Board Meeting • Call special meetings as needed • Appoint Parliamentarian and Historian • Appoint special or ad hoc committees as required with Board approval • Ensure that the Guild's post office box is checked at least once a month • Work with Guild treasurer to collect budget information and prepare a Guild operating budget for presentation at the March Board meeting • Ensure all records/documents are signed as needed to change bank signature cards by January 31 or as needed • Conduct election of the Audit Committee at January Guild meeting consisting of at least 3 non-board members to conduct an audit of Guild financial records. The Audit Committee to report to Board and Guild by March Board and Guild meetings. • Coordinate arrangements with Guild and Board meeting locations; sign appropriate documents as needed • Renew contract with storage facility when needed • Maintain job description notebook with up-to-date officer/committee chair job descriptions • Conduct election of Guild Nominating Committee at April Guild meeting in odd numbered year and schedule announcement of slate at September Guild meeting • Schedule election of new Board officers at annual meeting • Represent WHQG at Coalition of Quilt Guilds' quarterly meetings or appoint a representative to attend • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Stay abreast of all government regulations that affect the Guild • Participate in the Guild Quilt Show preparations and execution as much as possible • Attend as many Board and Guild meetings as possible. 		

JOB TITLE: 1 st Vice President Membership		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Serve as chair of Membership Committee • Appoint and oversee activities of Member Check-in, Visitor Welcome, Hospitality, Charm Squares and Holiday Party Chairs • Communicate requests, information and any other issues between committee chairs and board • Serve as presiding officer at Guild or Board meetings in absence of President • Review financial reports and budget proposals from committee chairs under supervision and forward to treasurer • Prepare and present an annual report and proposed budget as required. • Secure annual reports and proposed budgets from assigned committees as required. 		

- Attend as many Guild and Board meetings as possible.
- Perform other duties as may be required by President or the Board
- Respond to all Guild communications, both phone and electronic in a timely manner.
(Recommend a 24-hour maximum turn around)
- Stay abreast of all government regulations that affect the Guild
- Participate in the preparations and execution of the Guild Quilt Show as much as possible

JOB TITLE: 2 nd Vice President-Programs and Workshops		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Appoint chairs to Program and Workshop, Education and Retreat committees • Supervise and oversee Program and Workshop, Education and Retreat committees • Communicate requests, information and any other issues between committee chairs and board • Serve as presiding officer at Guild or Board meetings in absence of President and First Vice President. • Review and finalize contracts of guest speakers and workshop presenters once Board has approved. Board must approve before final contract is signed and delivered to speakers and workshop presenters. • Provide original signed contracts to Secretary and copies of signed contracts to President and Treasurer • Update Board monthly of status of all future programs and workshops. • Review financial reports and budget proposals from committee chairs under your supervision and forward to treasurer • Prepare and present an annual report and proposed budget as required. • Secure annual reports and proposed budgets from assigned committees as required. • Attend as many Guild and Board meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Stay abreast of all government regulations that affect the Guild • Participate in the preparations and execution of the Guild Quilt Show as much as possible 		

JOB TITLE: Secretary		
TERM OF OFFICE	Begin: January 1, even year	End: December 31, odd year
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Attend all board and general meetings. If unable to attend, notify President so a member can be appointed to take minutes. • Maintain and record the minutes of all board and general meetings of the guild, including copies of current financial statements, and provide copies to the Board. • Send a copy of all approved minutes to the Website Manager for posting on the Guild's Website. • Conduct all general correspondence of the guild and accept and read all correspondence to the guild at board and general meetings as appropriate. • Maintain a record of all guild documents and correspondence. • Send appropriate cards to members who have need to be remembered by the guild during a celebration, loss, illness, etc. • Send the newsletter editor a "Concerns, Congratulations and Condolences" article each month. • Collaborate with other board members to create letterhead, forms, etc. on an as-needed basis. • Participate in any committee on Bylaws, Guild Policies, Duties of Elected Officers, and Standing Rules on an as-needed basis. • Prepare an annual report and proposed budget as required. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

- Stay abreast of all government regulations that affect the Guild
- Participate in the preparations and execution of the Guild Quilt Show as much as possible
- Stay abreast of all government regulations that affect the Guild.

JOB TITLE: Treasurer		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Maintain the Guild’s financial records in accordance with regulations governing a 501(c)(3) organization • Deposit all such monies in guild bank accounts or other financial institutions; monitor accounts regularly • Pay all bills incurred by the guild with proper documentation and receive approval by the Board before paying any non-budgeted items. • Maintain all financial records for audit, prepare and deliver a monthly report at Board meetings and forward reports to Website Manager for posting on guild website. • Accept and review annual reports and proposed budgets from board members and committee heads • Prepare and present an annual report as required • Assist the President in preparing an annual budget for the March Board meeting. • Prepare all documentation for the annual audit and assist Audit Committee during annual audit • Maintain the non-profit status of the Guild and file any and all reports as required by financial institutions or agencies of the State or Federal government. • Secure approved signatures on Guild bank accounts, as needed • Submit IRS appropriate forms every tax year • Submit Secretary of State Form 802-General Information (Periodic Report-Nonprofit Corporation) once every four years • Provide copies of IRS 501(c)(3) regulation to all board members and committee chairs annually. • Perform duties of Treasurer for Guild Show committee • Attend as many Guild and Board meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Stay abreast of all government regulations that affect the Guild • Participate in the preparations and execution of the Guild Quilt Show as much as possible • At the December Board Meeting, present the following to go into the minutes regarding the bank accounts: <ul style="list-style-type: none"> 1. General Consent to ratify the continued use of Chase Bank as the West Houston Quilter’s Guild’s financial institution. 2. General Consent to give _____, President, _____, First Vice President - Membership, and _____, Treasurer, signature rights to all financial accounts of the West Houston Quilter’s Guild and authority to move funds as necessary. 		

JOB TITLE: Director of Communication		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Appoint Newsletter Editor, Website Manager, Librarian and Publicity chairs • Communicate requests, information and any other issues between committee chairs and board • Secure and review annual reports and proposed budgets information from committee chairs under your jurisdiction and submit to Treasurer as required • Attend as many Guild and Board meetings as possible. • Perform any function as may be required by President or the Board 		

- Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around)
- Stay abreast of all government regulations that affect the Guild
- Participate in the preparations and execution of the Guild Quilt Show as much as possible

JOB TITLE: Director of Community Service		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Appoint Head Bee-Keeper, Charity Works Chair, and Bee-keeper of Charity Bee (if not the same person as the Chairperson) • Provide support and advice to Head Beekeeper, Charity Beekeeper and Charity Chairperson as needed • Communicate requests, information and any other issues between committee chairs and board • Attend as many Guild and Board meetings as possible. • Perform other duties as may be required by President or the Board • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Stay abreast of all government regulations that affect the Guild • Participate in the preparations and execution of the Guild Quilt Show as much as possible 		

JOB TITLE: Director of Ways and Means		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Select people to serve as committee heads for the following positions: Quilt Show Chairman, Donation Quilt Designer, "Keeper of the Quilt", Challenge Block Chairman, and Internal Fundraiser Chairman. • Work with each of the above personnel throughout the 2-year term to assist them as needed to complete their jobs. • Communicate requests, information and any other issues between committee chairs and board • Secure annual reports and proposed budgets from assigned committees as required. • Prepare and present an annual report and proposed budget as required. • Schedule requests from visiting quilt guilds to show their donation quilts and sell tickets. Send reminder to visiting guild contact of WHQG meeting and location. (No guild to be scheduled for December meeting). • Perform other duties as may be required by the President or the Board. • Attend as many Guild and Board meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Stay abreast of all government regulations that affect the Guild • Participate in the preparations and execution of the Guild Quilt Show as much as possible 		

JOB TITLE: Immediate Past President		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: Board of Directors		
TASKS		
<ul style="list-style-type: none"> • Provide advice to Board as needed • Attend as many Guild and Board meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Prepare and present an annual report and proposed budget as required. 		

- Stay abreast of all government regulations that affect the Guild
- Participate in the preparations and execution of the Guild Quilt Show as much as possible

JOB TITLE: Parliamentarian		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • Be versed in the Bylaws of the Guild. • Advise the President and the Board on points of order and proper procedure according to the Guild Bylaws and the most recent <i>Robert's Rules of Order, Newly Revised</i>. • Prepare and present an annual report and proposed budget as required. • Attend as many Guild and Board meetings as possible. • Assist the Secretary in the preparation of minutes. • Notify the President and give any report for meeting in advance if unable to attend Board or Guild meeting. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

West Houston Quilter's Guild Job Descriptions for Standing Committees

Standing Committees per Guild Bylaws are Beekeeper, Challenge Blocks, Charitable Projects, Charm Squares, Donation Quilt, Education, Hospitality, Internal Fundraisers, Library, Membership, Newsletter, Programs, Publicity, Quilt Show, Retreats, Visitor Welcome, Website, and Workshops.

JOB TITLE: (Internal) Audit		
TERM OF OFFICE	Begin: January 1	End: April Guild Meeting
REPORTS TO: President		
TASKS		
<ul style="list-style-type: none"> • INTERNAL AUDIT • At such time as requested by the Board, this Committee shall review the financial records of the Guild. Following is a suggested "Cash Audit Program" which may be used as a guide or reference in making such audit. • CASH IN BANK <ul style="list-style-type: none"> ○ Prove year-end bank reconciliation. ○ Trace outstanding checks and deposits in transit to subsequent bank statements. ○ Prove bank reconciliations for two months other than year-end. ○ Foot cash receipts and disbursements per checkbook and prove the total of each to the totals per bank statements. • CASH RECEIPTS AND DISBURSEMENTS <ul style="list-style-type: none"> ○ On a test basis, examine cancelled checks for irregularities in endorsements and/or authorized signatures. ○ Account for all void checks. ○ Examine authorization and invoices in support of cash disbursements. ○ Compare dues received per membership records with recorded receipts. ○ Verify that deposits are made promptly. ○ Verify expense reports have supporting receipts and are properly approved for payment. • MONEY MARKET ACCOUNT <ul style="list-style-type: none"> ○ Prove balance in savings with recorded transactions. ○ Verify interest received. ○ Examine for unusual or unauthorized transactions. • REVIEW REPORT <ul style="list-style-type: none"> ○ Check tax return for accuracy and timely filing. ○ Following review of treasurer's records, the internal auditor will furnish a copy of the review report to the previous year's treasurer and Board of Directors before the April board meeting. • No member of the current Board of Directors may serve on the Internal Audit Committee. 		

JOB TITLE: Beekeeper (Head Beekeeper)		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Community Service		
TASKS		
<ul style="list-style-type: none"> • Maintain a list of all bees and bee-keepers • Ensure all bee members are WHQG members (with exception of any bee which meets at a community center that will not allow such restrictions) • Responsible for referring members interested in joining a bee to one that matches their interest and/or location • Schedule Bees to provide assistance to guild speakers on the evening of their guild presentation by: <ul style="list-style-type: none"> ○ taking the speaker to dinner 		

- holding quilts for speaker
- assisting speaker in getting their supplies/equipment/displays into the meeting place and back to their vehicle at end of meeting
- Schedule Bee members to hold up quilts for Show & Tell
- Writes reports as needed for inclusion in the newsletter
- Encourage bee-keepers to submit information about bee activities to newsletter
- Promote the formation of new bees
- Encourage bees to participate in charitable efforts of the guild
- Encourage bees to make donations to Quilt Show market
- Prepares and present an annual report and proposed budget as required.
- Attend as many Guild and Board meetings as possible.
- Respond to all Guild communications, both phone and electronic in a timely manner.
(Recommend a 24-hour maximum turn around)

JOB TITLE: Challenge Blocks Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Ways and Means		
TASKS		
<ul style="list-style-type: none"> • Select “challenge block” projects periodically throughout the year for members to participate. (3 to 4 times during a year) • Obtain materials needed (patterns, material, themes, etc) and have them available at guild meeting. • Receive the completed blocks from guild members. • Prepare blocks into a quilt top or package as a group of blocks for internal guild fundraiser. • Attend as many Guild meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Prepare an annual report and proposed budget and submit to Director of Ways and Means as requested 		

JOB TITLE: Charitable Projects Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Community Service		
TASKS		
<ul style="list-style-type: none"> • Promote collection of charitable items to aim for a distribution ratio of 50% for Linus Project and 50% for nursing home distribution, and additional donations only as approved by the board • Arrange for distribution of quilts to nursing homes in December • Request letters from facilities receiving donations to document Guild donations, including the number of each kind of item; maintain a copy of same and forward original to Director of Community Service • Arrange for Linus Project quilts to be delivered to representatives of that group • Maintain records of quilts, IV covers and other items donated, and provide such information to Treasurer so guild can maintain 501(C) (3) status • Co-ordinate with bee-keeper of the Charity Bee regarding acceptance, maintenance and kit-making of fabric; collection and finishing of quilts or quilt tops, as needed, along with appropriate guild labels for all donated quilts; • Prepare written documentation of income and expenses to the Treasurer and maintain copies. • Prepare an annual budget request and submit same to the board • Provide the board with quarterly and year-end reports on all activities, by way of the Director of Community Service • Bring all other requests for charitable donations to the Board for approval • Sets up 1-2 Charity Workdays for the guild • Write reports for newsletter to encourage members in the making and donating of charity quilts 		

- Respond to all Guild communications, both phone and electronic in a timely manner.
(Recommend a 24-hour maximum turn around)

JOB TITLE: Charm Squares Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: 1 st Vice President Membership		
TASKS		
<ul style="list-style-type: none"> • At the beginning of the year, decide on color/types of charm squares for the year • At the meeting each month, have a sign-in sheet for the next month's charm square participation • At the meeting, collect the charm squares for that month and sort into the bags provided by each participant for them to pick up at the end of the meeting • At the end of the meeting, announce the number and color/type of charm square for the next month • Give the number and color/type of charm squares to the Newsletter Editor by the monthly deadline for inclusion in the newsletter • Prepare and present an annual report and proposed budget as required. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

JOB TITLE: Donation Quilt - Keeper of the Donation Quilt		
TERM OF OFFICE	Begin: May 1	End: April 30
REPORTS TO: Director of Director of Ways and Means		
TASKS		
<ul style="list-style-type: none"> • Order tickets and post cards once date and place for the drawing is determined. (In years when winner of quilt will be drawn at the quilt show, coordinate with the Quilt Show Chairman on information for both tickets and postcards.) • Arrange to photograph the donation quilt for the post card and for posting to the Website. • Contact area guilds and quilt shops to schedule a month to attend their meetings to sell tickets. • Needs to have good computer and communication skills to perform the notification tasks listed below. • Schedule at least two people to travel with the quilt to other guild meetings. It takes at least two people to put up the quilt and frame. • Reconfirm scheduled dates with guilds at least two to three weeks before attending their meeting. Confirm date, time, location and contact information of their meetings. • Contact the scheduled volunteers at least a week before they will travel with the quilt to set up a time and place to get the quilt and supplies to them and for them to return the quilt to the chairman. Provide volunteers with date, time, contact information and location of the guild meeting where they are taking the quilt. • Supplies need for volunteers: <ul style="list-style-type: none"> ○ Quilt and quilt stand ○ WHQG Table Quilt ○ Sheet to put on floor to protect quilt when putting up and taking down ○ Tickets ○ Pens ○ \$60 Bank (one \$10, six \$5 and twenty \$1) ○ Lint remover ○ Quilt story write-up ○ WHQG business cards ○ Suitcase on rollers • Set up the quilt and sell tickets at Guild meetings. • Record sales of tickets and turn in money to Director of Ways and Means at Board or Guild meetings. • Write monthly article for the WHQG Newsletter giving membership information on how much has 		

- been sold, volunteer request, etc.
- Provide written documentation of income and expenses to the Treasurer.
- Prepare a financial report and proposed budget and submit to Director of Ways and Means as requested
- Attend as many Guild meetings as possible.
- Attend Board meetings as needed.
- Notify the President and/or Chairman of Ways and Means and give any report for meeting in advance if unable to attend Guild meeting.
- Respond to all Guild communications, both phone and electronic in a timely manner.
(Recommend a 24-hour maximum turn around.)

JOB TITLE: Donation Quilt - Organizer		
TERM OF OFFICE	Begin: May 1	End: April 30
REPORTS TO: Director of Ways and Means		
TASKS		
<ul style="list-style-type: none"> • Serve in this position for one donation quilt period. • Create a design or select a commercial design for the donation quilt assigned. • Obtain permission from the quilt designer, if a commercial design is chosen, to use the design as a donation quilt. • Obtain approval from the Board to create the chosen design for the quilt. • Prepare and present an annual report and proposed budget as required. • Monitor expenses of quilt to stay within budgeted amount • Purchase the fabrics needed to complete the quilt • Establish a timeline for the completion of the quilt. Should be completed so that it can be displayed by June meeting. • Obtain copies of foundation paper piecing patterns, if this technique is chosen, or any other special sewing requirements. • Contact a person to do the quilting of the quilt. • Schedule a workshop for guild members to assist making the quilt. • Follow the completion of the quilt as it passes from one phase to another. • Once completed pass the quilt to the "Keeper of the Quilt" for display. • Attend as many Guild meetings as possible. • Attend Board meetings as needed. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

JOB TITLE: Education Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: 2 nd Vice President Programs and Workshops		
TASKS		
<ul style="list-style-type: none"> • Schedule at least one educational programs for Guild meeting per year • Coordinate with Programs and Workshops chair to schedule educational programs • Recruit volunteer presenters for educational program and assist in obtaining all materials needed for program • Promote educational programs a minimum 2 months prior to program in newsletter, on Guild website and presentations at Guild meetings • Coordinate with meeting site personnel for set-up plans • Prepare and present an annual report and proposed budget as required • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

JOB TITLE: Hospitality Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: 1 st Vice President Membership		
TASKS		
<ul style="list-style-type: none"> • Before Guild meeting starts, set up door prize table • Provide a collection system/area for door prize donations (given by members in their birthday month – can be used that month or a later month – donations can be combined by Hospitality Chair as appropriate) • All door prizes are to be new, unused condition. • At end of meeting, draw tickets for door prizes • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Attend all Guild meetings. If unable to attend Guild meeting, designate other Guild member to perform duties. • Prepare and present an annual report and proposed budget as required. 		

JOB TITLE: Internal Fund Raising Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Ways and Means		
TASKS		
<ul style="list-style-type: none"> • Coordinate and manage internal fund raising activities such as drawings for donated items and other activities used to raise money for the guild. • Obtain and organize any donated items to be used in periodic drawings held for guild members. (Two or three per year) • Be responsible for the selling of tickets and scheduling the drawings of donated items. • Turn any funds received from fund raising activities to the Treasurer. • Attend as many Guild meetings as possible. • Attend Board meetings as needed. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Prepare an annual report and proposed budget and submit to Director of Ways and Means as requested 		

JOB TITLE: Library Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Communication		
TASKS		
<ul style="list-style-type: none"> • Maintain an inventory of books/magazines donated to or purchased with WHQG funds and forward list to Website Manager for publication on Website • Create and institute a system of sharing books/magazines with guild members • Maintain a system to keep track of where books are, who has checked them out date checked out and date due to return. • Provide a list of new books (title and author) and the name of the person who donated them to secretary; write a thank you note to the person who donated books. • Sell old magazines and books at a previously announced guild meeting and turn over money to guild treasurer • Appoint an assistant librarian to assist in the absence of librarian • Prepare and present an annual report and proposed budget to the Director of Communication upon request • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

JOB TITLE: Member Check-in Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: 1 st Vice President Membership		
TASKS		
<ul style="list-style-type: none"> • Staff the Member Sign-in table and provide pens, sign-in sheets, show and tell signup sheet • Hand out door prize tickets to members who are wearing a name tag • At the end of the meeting, give sign-in and Show and Tell sheets to the Secretary. • Prepare and present an annual report and proposed budget as required. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Attend all Guild meetings. If unable to attend Guild meeting, designate other Guild member to perform duties • Arrive at meeting location 30 minutes before Guild meeting start time. 		

JOB TITLE: Newsletter Editor		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Communication		
TASKS		
<ul style="list-style-type: none"> • Coordinate with the Secretary and President on information from meetings to be put into the newsletter. • Call for additional news items for publication. • Coordinate with Publicity Chairman to insert ads that have been received. • Have the newsletter completed and ready for the Website Manager by the 5th of each month. • Upload the newsletter to FedEx Office to print copies for those members who receive a printed copy and for the guest packets. • Arrange for hard copies to be mailed to those members who have paid for a printed copy. • Prepare and present an annual report and proposed budget as required. • Provide written documentation of income and expenses to the Treasurer. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around.) 		

JOB TITLE: Present and Future Programs and Workshops Chairman		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: 2 nd Vice President Programs and Workshops		
TASKS		
<ul style="list-style-type: none"> • Arrange for speakers/instructors for Guild meetings and workshops at least through December of year after expiring term. • Obtain housing for guest speakers/workshop presenters as needed. • Arrange transportation for speakers/workshop presenters as needed • Arrange for scheduled Bee/Guild member(s) to take guest speakers or teachers to lunch and/or dinner on the day of the program or workshop • Obtain a written contract for guest speakers/workshop presenters and transmit to Second Vice President for final Board approval. • Maintain contact with speaker/workshop presenter in advance of program to ensure all needs are met • Schedule guild member to assist workshop presenter during workshop presentation • Coordinate to share scheduled speakers/workshop presenters with other area guilds • Secure a site for any scheduled workshops • Create and maintain a calendar of upcoming speakers to be included in Guild newsletter, posted on Guild Website and shared with local quilt shops, fabric stores, other guilds and community centers. • Write monthly newsletter articles about upcoming programs and workshops; submit articles to 		

<ul style="list-style-type: none"> newsletter editor by 4th Friday of each month • Prepare and present an annual report and proposed budget as required. • Attend as many Guild meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around)

JOB TITLE: Publicity Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Communication		
TASKS		
<ul style="list-style-type: none"> • Issue press releases for each guild meeting to a variety of newspaper, cable, and radio sources throughout the area covered by guild membership • Place flyers and/or business cards at local businesses, quilt shops, fabric stores to promote guild. • Maintain inventory of business cards/flyers and reprint as needed • Procure donations for door prizes from local businesses • Sell ads in the Guild newsletter • Issue press releases for special guild activities as requested by the Board • Prepare and present an annual report and proposed budget to Director of Communication as required. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Coordinate with Guild Historian to receive photos suitable to include with press releases and post to web site 		

JOB TITLE: Quilt Show Chairman		
TERM OF OFFICE	Begin: January 1 even years	End: December 31 odd years
REPORTS TO: Director of Ways and Means		
TASKS		
<ul style="list-style-type: none"> • Secure the date, theme, venue, and committee chairs. • Hold meetings with committee chairs in a timely fashion to keep everyone up-to-date. • Keep the membership aware of changes and requirements of the show. (Write an article for the newsletter and make announcements at the Guild meetings.) • Review/revise rules and categories for each show. • Prepare a quilt show budget and present it to Board. • Keep Board and Guild aware of show's progress. • Supervise all committees during the actual show days. • Chairman needs to have good computer skills. • Provide written documentation of income and expenses to the Treasurer. • Prepare a financial report and proposed budget and submit to Director of Ways and Means as requested • Attend Board meetings as needed. • Notify the President and/or Director of Ways and Means giving any report for meeting in advance if unable to attend Board or Guild meeting. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around.) • Send copies of contracts to Board for review prior to signing. 		

JOB TITLE: Retreats Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: 2 nd Vice President Programs and Workshops		
TASKS		
<ul style="list-style-type: none"> • Schedule retreat dates by August for the following calendar year if possible 		

- Communicate with Second Vice President before scheduling a retreat
- Promote scheduled retreats at Guild meetings, in newsletter and on website
- Prepare retreat registration forms for publication in newsletter and on Guild Website; have additional registration forms available at Guild meetings
- Process registration forms received, verify all requested information is provided and submit checks to Guild Treasurer.
- Maintain communication with retreat attendees as needed
- Prior to retreat, confirm information with all attendees; make name tags
- Note special dietary requirements
- Notify retreat center regarding meal numbers and any special needs.
- Plan room set-up and recruit volunteers to assist with set-up upon arrival at retreat center
- Provide door prizes; select prizes and/or games to be played; if desired
- Remind attendees to honor the arrival and departure times
- Request check from treasurer to pay retreat center
- Upon arrival at retreat center, inform attendees of location of dining room, refrigerators available for use, and confirm special dietary needs
- Obtain emergency contact and medical issues information and signed Hold Harmless form for each attendee at the retreat.
- Prepare a financial report and proposed budget and submit to 2nd Vice President Programs and Workshops as requested
- Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around)
- Stay abreast of all government regulations that affect the Guild
- Participate in the preparations and execution of the Guild Quilt Show as much as possible
- Communicate with 2nd Vice President before scheduling a retreat

JOB TITLE: Visitor Welcome Chairman		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Lynn Ellis, 1 st Vice President Membership		
TASKS		
<ul style="list-style-type: none"> • Staff the Visitor Welcome table • Give visitors a welcome packet including information on the guild, quilt magazine (if available), Guild newsletter, membership application and nametag • Provide visitor names to the President at the appropriate time of the meeting so visitors can be introduced • Prepare and present an annual report and proposed budget as required. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Attend all Guild meetings. If unable to attend, designate other guild member to perform duties • Arrive at Guild meeting 30 minutes before meeting start time. 		

JOB TITLE: Web Site Manager		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Director of Communication		
TASKS		
<ul style="list-style-type: none"> • Maintain Guild Website and keep information up to date • Coordinate with newsletter editor to post Guild newsletter on Website when available • Post email blasts for mass distribution to members as requested and with approval of Guild President • Present proposals of significant changes to design, content, etc. to Board for input and/or approval • Ensure all fees for Website are paid in a timely manner • Prepare a yearly budget and financial report; submit to Director of Communication 		

- Respond to all Guild communications, both phone and electronic in a timely manner.
(Recommend a 24-hour maximum turn around)
- Stay abreast of all government regulations that affect the Guild as pertains to Web content
- Coordinate with Quilt Show Chair to maintain current Quilt Show information

West Houston Quilter's Guild Job Descriptions for Special Committees

JOB TITLE: Historian		
TERM OF OFFICE	Begin: January 1	End: December 31
REPORTS TO: Guild President		
TASKS		
<ul style="list-style-type: none"> • Take pictures at guild meetings, workshops, retreats and other guild events (i.e. quilt show, work days, etc.) • Identify, date and label all pictures. • Forward appropriate pictures to Website manager and newsletter editor for publication and posting • Create and maintain a yearly scrapbook documenting the history and happenings of the guild. • Archive the guild scrapbooks safely in the guild storage facility • Prepare an end of year report and proposed budget as required. • Provide documentation for all expenses to Guild Treasurer • Collect and maintain guild documentation such as flyers, newsletters, etc. • Attend as many Guild meetings and other events possible. • If unable to attend meetings/events, appoint another member to take photos and collect appropriate memorabilia. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		

JOB TITLE: Holiday Party Chairman		
TERM OF OFFICE	Begin January 1	End: December 31
REPORTS TO: 1 st Vice President Membership		
TASKS		
<ul style="list-style-type: none"> • During the summer or early fall, assemble a committee to help plan the Guild Holiday party to include food, decorations, Quilto, prizes, etc. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) • Communicate information about Holiday party to members at Guild meeting and to newsletter editor in a timely manner • Make budget request to board in a timely manner 		

JOB TITLE: Nominating Chairman		
TERM OF OFFICE	Begin: April Guild Meeting odd years	End: September Guild Meeting odd years
REPORTS TO: Guild Membership		
TASKS		
<ul style="list-style-type: none"> • Meet as a group at least once, but not limited to once, to discuss nominations and finalize slate of officers • Nominating committee shall select the chairman of the nominating committee • Review nomination cards and select at least one nominee for each office of the board of directors • Contact candidates to seek approval to put their name onto slate • Present slate to membership at September meeting and provide a brief statement of qualifications to all members • Attend as many Guild meetings as possible. • Respond to all Guild communications, both phone and electronic in a timely manner. (Recommend a 24-hour maximum turn around) 		