

Duties of Executive Members and Committee Chairs(Draft)

updated May 7, 2018

President

1. Shall preside at all meetings.
2. Shall prepare an Agenda
3. Shall appoint all committee chairs and create any ad hoc committees as required
4. Shall oversee all committees
5. Shall, with the assistance of the other members of the executive, set a budget for all committees.
6. May provide a President's Message for publication in the monthly Newsletter
7. Shall reserve hall rental annually

Vice President

1. Shall preside at meetings which the President is unable to chair
2. Shall assist the President
3. Shall assume the office of President should the President not be able to complete the Term

Treasurer

1. Shall attend all executive meetings
2. Shall keep the ledger in an orderly fashion
3. Shall ensure that a brief itemized written financial report is available at each meeting and published in each month's Newsletter.
4. Will prepare and make available a detailed annual Financial Report for the September Meeting and have it published in that month's Newsletter. (A detailed Financial Report will be more accurate and relevant after all bills are paid in June or July making September the best time to present an annual itemized report.)
5. Shall make the books available for inspection by a non-executive WQG member prior to the annual meeting as per section VIII(5) of the Constitution.

Secretary

1. Shall take accurate minutes of all meetings, both general and executive
2. Shall read the previous month's minutes or shall have minutes available for publication in the monthly Newsletter
3. Shall address the correspondence of the club
4. Shall ensure the minutes from past months and years are made available to the Web Site Committee to be posted for future reference.

Past President

1. Shall assist the President in their mandate

Registrar

1. Shall welcome all new members
2. Shall keep an attendance sheet of members at each meeting.
3. Shall keep a record of the mailing address, phone number and e-mail address of all past and present members.
4. Shall provide all new members with updated information sheets, including but not exclusive of meeting schedules, the newsletters and information regarding the Guild Web Site.
5. Shall offer guild pins and badges for sale to new members
6. Shall provide the Directory Committee with updated information
7. Shall provide a summary of statistics for the last Newsletter of the season

Program Committee

1. Shall organize and implement all projects held during meetings: such as block of the month, mystery bag, birthday basket, seminars and the actual program and such other projects as they feel would interest the general membership within the annually set budget. Contact and book any potential speakers – including arranging billeting or hotel lodging.
2. The Program Committee may organize and implement any special activities held outside the meeting such as trips, UFO days, workshops, seminars, and such other projects as they feel would interest the general membership.
3. Provide newsletter submission each month
4. If a guild challenge is set out – the coordinator will secure judging and any required prizes.

Newsletter

1. Shall report the news of the club in a timely fashion.
2. Shall issue a newsletter every month to the membership.
3. Shall mail a newsletter to those guilds with who we are in communication by trading newsletters.
4. Shall collect and publish reports from the various committees in the Monthly Newsletter. The dates those reports are required will be at the discretion of the Newsletter Chair.

Librarian

1. Shall ensure the security of the books, magazines, patterns and tools which belong to the WQG.
2. Shall maintain records tracking which books are borrowed by a WQG member.
3. Shall work within the budget to purchase books for the library.

Sunshine

1. Shall send cards, including, but not exclusively “Get Well”, “Sympathy” and “Thinking of You” to WQG members in need, at the Committee Chair’s discretion, and as may be directed by the Executive within the annually set budget.

Photographer

1. Shall preserve the meetings and special events held by WQG digitally and make available for the Web Site Committee.
2. At each monthly meeting, take photos of all show and tell items, crop the pictures and load them on the guild website using the password assigned. They may also be posted on the Guild Facebook page.

Nominating Committee

1. Shall contact members in good standing (as they feel would represent the WQG's best interests) seeking their permission to let their name stand for a position.
2. Nominate such candidates as would serve the interests of the WQG.

Community Quilts

The WQG has a history of providing members of the community that are suffering due to health issues and/or loss, with quilts either made by or donated by our members.

1. The Community Quilt Chairperson will organize all activities related to both the gathering of these quilts and the distribution within the annually assigned budget.
2. May facilitate work days, put donated and/or purchased fabric together as kits for Guild members, add labels and store donated fabric and finished quilts until required.
3. Provide a report back to the Guild in the Newsletter.

Fat Quarter Draw

Using the annual budget provided, the Fat Quarter Draw person will purchase items such as, but not restricted to, fabric, books, quilting tools, thread, etc. that can be raffled off to members at each meeting. Funds raised will be turned over to the Treasurer at the end of each meeting.

Phone Committee

Not all members have access to e-mail, so some members may need to be contacted by phone. The phone committee will be responsible for the distribution of those numbers so that those members without e-mail can be contacted in a timely manner.

Refreshments

1. Using the budget provided, the Refreshment Committee will ensure there are adequate refreshments (i.e. tea and coffee) available for Break Time at each monthly meeting. Members are encouraged to bring their own mug or tea cup to reduce clean up time for the committee.
2. This Committee will also ensure the facility is prepared when a Guild Dinner is being planned.

Teacher/Instructor Booking Committee

1. Using the annually approved budget, this committee shall seek out qualified instructors and organize sessions with Guild members on topics of interest to the membership. The Committee will poll the membership however they choose.
2. The Committee will be responsible to provide information, descriptions, class requirements and costs about upcoming instructor/instructors for the newsletter.
3. The Committee will be responsible to book class space, book dates, find a billet for the teacher if required, collect fees, present money to Treasurer and secure a cheque from the Treasurer to pay the instructor and facility.
4. It is also their responsibility to facilitate the class – i.e. introduce the instructor, be sure tables, chairs, work tables etc. are available.
5. A summary of the class will be provided for the Newsletter and the Committee will provide an annual report for the Newsletter published prior to the Annual General Meeting.

Retreat

It is the responsibility of the retreat committee to organize the annual retreat, to be in contact with the retreat centre to ensure that the retreat is planned and organized with their input.

Shall collect the monies and pay the venue.

This committee does not get assigned a budget as it is self supporting through the retreat fee paid by members.

Super Saturday

Using the budget provided, this committee will organize quilting related activities on a number of Saturdays throughout the year. The committee will use the Newsletter to share information on the type of project as well as the supplies required, time, place and if there is a cost.

Web Site Master

1. Maintain those web pages as required -all pages, with the exception of those pages noted below. To date the following update their own sections - i.e. they have access to the login information from weebly.com – Program, Super Saturday, Nine Patch Newsletter, Show & Tell, Chair of words - Constitution and Policies page.
 2. Web Master creates new "pages" as required.
 3. Web Master creates archive pages and moves past information into archives section.
- The login information should be centralized to one person who can give out. No problem with others having update publishing status but we should always have a list of who is doing changes to what pages.*

Legacy

In historical terms, a **legacy** is something that is handed down from one period of time to another period of time. Often it means something handed down from an ancestor or predecessor. The WQG uses "legacy" to refer to the skills, interest and knowledge that we as quilters can share with others. Each Legacy Committee has found interesting and sometimes vastly different ways to "share". Some years it has involved school children, some years short lectures.

The 2017/18 Legacy Chair described her role as the following: "I meet with a group of approximately 10 ladies every Thursday. We start each new term with an optional "project" chosen to teach/learn a new skill. Everyone progresses at their own pace. Those who finish early assist/guide others in the group. For the remainder of the term individuals work on projects of their own choosing. Assistance is given as need by the more experienced members. We have varying levels of experience within the group - from long time guild members to those who had to learned to thread a sewing machine for the first time."

Directory

Quilt Show

Privacy Committee