

**VICTORIA QUILTERS' GUILD
JOB DESCRIPTIONS
REVISION SEPTEMBER 2017**

Past President

The Past President is not an elected position.

- Serves until replaced when the current President steps down;
- Chairs the Nominating Committee each year;
- Acts as a resource person to the current President.

President

As Chief Administrator of the Guild the main responsibilities are:

- Plan, prepare agendas and chair executive and general meetings;
- Act as a resource person advising committee chairs and members;
- Attend committee meetings when necessary;
- Be responsible, along with other members of the executive, in setting policy guidelines and keeping such policies in writing for future reference;
- Breaks voting ties as required;
- Together with the Treasurer and 1st Vice-President draft a yearly budget for guild operations to be approved by the guild membership;
- Deal with correspondence received by assigning responsibility for response;
- Signing officer of the Guild.

1st Vice President

Assumes the duties of President in the absence of the President. Other responsibilities are:

- Assist the President, when necessary;
- chair the Bylaw Review Committee every other year and bring forward amendments when required;
- assist in the preparation of the annual budget;
- attend Executive and General meetings;
- oversees all requests for raffle licenses from the BC Gaming Commission to ensure that the proper guidelines are followed;
- liaises annually with the guild's insurer to ensure that the correct endorsements for the year are noted in the Guild's insurance policy;
- liaises with the building supervisor regarding meeting set ups and bookings for meetings and workshops;
- oversees both the position of Guild archives and the quilt registrar;
- Signing Officer of the Guild.

2nd Vice-President

The major responsibilities include:

- liaison between the Baby Quilt Committee and the Executive, bringing information on a monthly basis to the Executive meetings;
- provides door prizes at the monthly meetings;

- manages and organises all aspects of Stitch Day including arranging program demonstrations, ensuring room booking, publicising dates and programs in the newsletter and collecting monies and providing same to the Treasurer on a timely monthly basis;
- works with a travel agency as required to organise bus trips for members primarily to out of town quilt shows;
- Attend Executive and General meetings.

Secretary

Main duties are to keep accurate minutes of executive and general meetings. Access to a computer with a commonly used word processor is essential.

Responsibilities include:

- arrange for the printing and distribution of general meeting minutes to members;
- distribute Executive meeting minutes electronically to those on the Executive;
- hold key to mailbox and check it regularly;
- respond to correspondence as directed by the President;
- pick up and distribute all correspondence and magazines received by the Guild;
- inform the Treasurer and Advertising Chair by email of any cheques received;
- prepare the “Societies annual report” for the Ministry of Finance, BC Registry Services and prepare the requisition to the Treasurer for the payment of the required fee;
- compile the annual use of facilities chart detailing the Guild’s use of the building for the coming year for the use of the Executive and the building supervisor;
- Signing Officer of the Guild;
- Attend Executive and General meetings.

Treasurer

A solid bookkeeping/accounting background is a must for this position. The Treasurer is responsible for all Guild monies and disbursements. Some duties are:

- payment of all approved requisitions for venue rental, Guild obligations, etc;
- disbursement of cheques to members and/or vendors on approved receipts;
- deposits funds to the Bank;
- reconciles bank accounts on a monthly basis;
- if required by the Guild, to liaise with a bookkeeper/accountant, providing required documents to be entered into the books and checking completed work;
- present regular financial reports to Executive and to the General meetings as required with explanation of any anomalies; the frequency of financial reporting is at the discretion of the Executive;
- maintain a systematic file of all documents and vouchers;
- assist the President in preparation of annual budget;
- account for funds for all Guild sales and events;
- account for the funds for Quilting in the Trees;
- Prepare Guild books for annual audit;
- Signing Officer of the Guild;
- Attend Executive and General meetings.

Membership

Computer literacy is a must for the person in this position. Main responsibilities include:

- Accept applications and membership dues.
- Deposit membership dues, as well as guest fees, into Guild bank account and in writing inform Treasurer of the amount.

- Issue membership cards, copies of constitution, by-laws and a welcome package to new members.
- Organize the issuing of name tags and lanyards to members. Name tags may be printed by someone else on your behalf.
- Provide an update of current membership status at executive and general meetings and the number of members and guests at meetings to the newsletter editor.
- Maintain a computer database of all members, which can be used to print address labels, sort for current lists of special interest groups or committee volunteers.
- Maintain an updated, alphabetic list of all current members and produce a yearly directory at the end of February. Provide the executive with a list of members who did not consent to be included in the directory.
- Provide the newsletter editor with a list of all members' names and email addresses.
- Answer inquiries about guild membership etc., relaying questions and comments to the appropriate guild members.
- Ensure Hostesses are supplied with sign in sheets and collect the sign in sheets and guest fees at the end of the meeting,
- Keep a supply of membership forms, labels, envelopes, membership cards, constitution, bylaws, information sheets, etc., as well as guild pins and other items that the guild has for sale from time to time.
- At the end of the year provide the VQG archivist with a copy of the membership list and the summary log of members/guests who signed in at meetings.

Program Co-ordinator(s)

Responsible for organising interesting and stimulating programs at the monthly meetings. Presenters who are familiar with current trends in the quilting world or who are experts in their type of quilting are preferred. Duties include:

- well in advance of scheduled meetings to contact potential program presenters and negotiate date, costs and program topic;
- ensure that all required tables, props, sound system, lights, etc. are arranged prior to the presentation;
- introduce and thank the speaker;
- arrange with the Treasurer for any gratuity to be paid to the speaker;
- advise the executive of program plans and in a timely manner ensure that the webmaster and the newsletter editor are aware of the monthly programs;
- Attend monthly Executive meetings.

Workshop Co-ordinator(s)

Seeks out well known instructors to conduct workshops that will enhance the skills and interests of members. Duties include:

- negotiate program topic, date and costs with potential instructors;
- on a cost recovery basis calculate the cost of the workshop for participants;
- publicise the workshop in the newsletter and on the website;
- collect registrations and fees for workshops and liaise with the Treasurer regarding disbursements;
- ensure that hall space for workshops is booked;

- Request whatever tables, electrical cords, irons, ironing boards, etc. are required and have them set up in advance of the workshop;
- Enlist volunteers to assist with registrations and on the day of the workshop;
- Set a deadline for member registrations and when that passes advertise the workshop to other guilds
- Set a premium for non-members of the Victoria Quilters' Guild to attend workshops;
- liaise with the Program Chair to possibly link a workshop instructor to a general meeting so that more members may experience the expertise of the workshop presenter;
- Attend monthly Executive meetings.

Newsletter

Collects information of interest to the Guild's members and publishes it 10 times yearly. Main responsibilities include:

- Ensure all submissions follow copyright laws;
- Set deadline for receiving submissions;
- Establish an email distribution list of members, other guilds, etc. able to receive the newsletter electronically;
- Timely production of newsletter and electronic distribution to members at least 14 days prior to a meeting;
- Type and/or edit copy. Upper limit for size of newsletter is 8 pages, double sided, due to cost of postage.
- Send newsletter electronically to the printer. Printer informs membership chair for pick up.

Webmaster

In charge of maintaining www.victoriaquiltersguild.org on the World Wide Web using an appropriate program purchased by the Guild.

- Monitor and update website information ensuring that it is current, easy to navigate and addresses the needs of users;
- Handle inquiries from the site in the timely manner; and
- Regularly check the links on the site to ensure they are still working.

Advertising

- Issue invoices once a month to advertisers in the Guild newsletter;
- Maintain an invoice book with advertisers' numbers;
- Record the months the each advert appeared in the newsletter;
- Liaise with the Treasurer to ensure that advertisers have paid;
- Liaise with the Newsletter editor regarding costs of advertising and the number on months advertisers have paid for;
- Note advertisers who have prepaid for 10 months in advance and receive a 10% discount.

Resource Centre

Main responsibilities include:

- Purchase books, DVDs, magazine subscriptions, etc., label and prepare them for use;
- Organise a committee of volunteers to run the centre;
- Staff centre 30 minutes prior to meetings, at breaks and at Stitch Days to re-card and file returned items and look after new items being checked out;
- Follow overdue items on a monthly basis;
- report on any pertinent resource centre information at general meetings;
- maintain supplies;
- maintain inventory as appropriate including data base, and cull as necessary;
- undertake an annual inventory noting missing items;
- report on any pertinent Resource Centre information at General meetings;
- Prepare a monthly submission to the Newsletter;
- Provide a copy of the library listings to the President upon request;
- Attend monthly Executive meetings.

Quilt Registrar

- Reports to the 1st VP as required;
- maintains a registry of quilts made by members and the general public;
- Numbered labels are issued for each quilt registered which identifies it and can be used in the future to identify a quilt's history as provided by the maker or owner.

Public Relations

The main duties are to co-ordinate volunteers to attend various local events in order to promote membership in the guild, and to promote our guild events.

- Compile a list of events which will benefit and promote the Guild.
- Coordinate volunteers who will host events.
- Be responsible for the stock of guild bookmarks.
- Be responsible for the guild banners.
- Collect and distribute flyers for Guild activities such as the annual Christmas Sale and Biennial Quilt Show;
- Consider new methods for promoting both membership in the guild as well as Guild events;
- As appropriate, provide archival material to the Archives of events and activities;
- Attend Executive and General meetings.

Asset Manager

- Responsible for the storage of quilt stands, sheets, signs, display items and archived guild files etc. at a commercial storage facility and ensures they are in good working order.
- Have repairs made as necessary.
- Conducts an annual inventory and provides copy of same to President for the files.
- With the agreement of the Executive culls the files on an appropriate schedule and has them shredded: raffle tickets as prescribed by Gaming Commission procedures, financial reports after 7 years; minutes and motions are held indefinitely or until the Executive decides they may be shredded.

Archives

- Reports to the 1st VP as required;
- Keeps a record of documents, photos, memorabilia pertaining to the Guild;
- Keeps a record of quilts made by Guild members in response to direct requests/appeals from particular causes or charities.

Baby Quilts

The making of baby quilts for the neo-natal unit of the Victoria General Hospital is the major charity of the Guild. Main duties include:

- Fabric purchase and preparation including washing and ironing
- Organise a group of volunteers to assist with all facets of baby quilt making and delivery;
- Accept, sort, process (and if required, pick-up) donated fabric; inappropriate donated fabric forwarded to other groups who can make use of it;
- Prepare on average 12 - 15 kits per month;
- Prepare bundles for piecing quilt tops, averaging 15 - 20 per meeting;
- Maintain register of quilts signed out and returned;

- Quality control of returned quilts including workmanship, quality of fabric, batt and threads, secure stitching and appropriate quilting;
- Assess cleanliness and safety of returned quilts ensuring they are smoke free, free of animal hair and loose threads, remove forgotten pins, etc.
- Repair and fix any problems detected;
- Stitch quilt labels “made by Victoria Quilt Guild” on each quilt;
- Organise baby quilt challenges for guild members and work bees during Stitch Day;
- Liaise as required with 2nd Vice-President;
- Send a monthly report to the Newsletter editor with an update on the number of quilts received and the number delivered to the hospital;
- Meet with Victoria General Hospital staff to deliver completed quilts.

Satellite Co-ordinator

- As well as maintaining a list of new satellite groups and informing the membership Chair, keeps a list of existing Satellite Groups who have openings for new members
- advises the newsletter editor of new groups and openings

Sunshine Lady

- Prepares a thoughtful card to members who are experiencing sickness or have lost a loved one. Cards are supplied by the Guild and postage is reimbursed.

Quilt Show Chair

- Organise a committee of volunteers to take on the various tasks associated with the quilt show;
- Research and present options to the Guild executive for venues;
- Book venue, negotiate rental terms and pay deposit;
- Agree with the executive on a date for the show;
- Obtain banking privileges for show Chair, co-Chair and show Treasurer;
- Book equipment rental company for show dates;
- With the volunteer committee develop a budget and present it to the guild executive;
- Convene regular meetings of the volunteer committee and advise the newsletter and guild executive of progress being made towards a successful show;
- Provide advice and guidance to the volunteer committee (an information binder is available);
- Ensure that quilts are being constructed for the raffle;
- Ensure a volunteer is assigned to liaise with the 1st VP in following the guidelines to obtain a licence for the show raffle from the BC Gaming Commission
- Respond to questions from various sources about the show and direct them as appropriate;
- Co-ordinate events at the show including equipment and show set up, vendor set up; receiving quilts; schedule of show volunteers; awards and presentations;
- collects and keeps a record of all show related income and expenses and gives them to the Treasurer on a timely basis;
- Post show activities including presentation of show winners at the next guild meeting, informing guild executive of all show outcomes (receipts, attendance, lessons learned, etc.), and ensuring that appropriate people are thanked.

Quilting in the Trees Chair

- Organises a committee of volunteers to assist with all aspects of QITT;
- Contacts workshop instructors, selects instructors, negotiates teaching hour sand fee, transportation fees, billeting, etc.;

- Sets the budget including cost for the weekend;
- Keeps a record of all QITT income and expenses and gives them to the Treasurer on a timely basis;
- Reserves accommodation/class space and liaises with the facility regarding food services and any other requirements;
- Compiles information package to be distributed to participants, including class supply lists;
- Collects and keeps a record of registration fees and gives them to the Treasurer on a timely basis;
- Arranges accommodation schedule for participants;
- Organises a Welcoming Committee to greet participants and orients them to housing and the amenities of the facility;
- Ensures that at the conclusion of the weekend that the premises are checked to ensure that nothing has been left behind; and
- Attends at least 3 Guild executive meetings a year.

Christmas Sale Chair

- Organises a committee of volunteers to help with the sale;
- Advises the Secretary of the dates so the rented facility can be informed;
- Publicise the sale in the Newsletter;
- Liaise with credit card equipment company/bank;
- Book appropriate stands and drapes from a display company;
- Order sellers' tags if required;
- Print all required information sheets including those for inventory;
- Put ads in all local newspapers, radio and TV stations under Christmas craft sales;
- Arrange for transportation of required equipment from the Guild storage locker;
- Post ad on UsedVictoria, etc;
- deposit cash and cheques and provide details to the Treasurer so that the Treasurer can pay vendors;
- provide a record of all expenses and income to the Treasurer on a timely basis;
- Supervise all activities on sale days including set up, sales, take down and clean up;
- Report to the Executive following the sale.

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