

## VICTORIA QUILTERS' GUILD

### JOB DESCRIPTIONS

#### **Past President**

The Past President is not an elected position.

1. Serves until replaced when the current President steps down;
2. Chairs the Nominating Committee each year;
3. Chairs the election of representatives at the Annual General Meeting each year;
4. Acts as a resource person to the current President.

#### **President**

The President presides at Executive and general meetings of the Society and is an ex officio member of all committees of the Society. The President also provides the deciding vote where a tied vote has been taken.

As Chief Administrator of the Guild the main responsibilities are:

1. Plan, prepare agendas and chair executive and general meetings;
2. Act as a resource person advising committee chairs and members;
3. Attend committee meetings when necessary;
4. Be responsible, along with other members of the executive, in setting policy guidelines and keeping such policies in writing for future reference;
5. Break voting ties as required;
6. Together with the Treasurer and 1st Vice-President draft a yearly budget for guild operations to be approved by the guild membership;
7. Deal with correspondence received by assigning responsibility for response;
8. Write the President's Musings for each newsletter; and an end-of-year report for the membership;
9. Manage the Guild's Zoom account;
10. Signing officer of the Guild.

#### **1st Vice President**

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

1. Chair the Constitution and Bylaws Review Committee every other year and bring forward amendments when required;
2. Attend Executive and General meetings;
3. Oversee all Society permission requests for gaming licenses from the BC Gaming Commission to ensure that the proper guidelines are followed;
4. Liaise annually with the guild's insurer to ensure the Society carries adequate insurance;
5. Liaise with the building supervisor regarding meeting setups and bookings for meetings;
6. Oversee both the position of Guild archives and the quilt registrar;
7. Oversee Technical crew for general meetings;
8. Oversee VCCQS;
9. Organize bus trips for members (primarily) to attend out of town quilt shows
10. Signing Officer of the Guild.

#### **2nd Vice-President**

The major responsibilities include:

1. Assist President as required

2. Oversee Society committees as required
3. Manage and organise 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;
4. Provide door prizes at the monthly Stitch Day meetings;
5. Attend and report to Executive and General meetings;
6. Provide a year-end report to the President.

### **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.

Record, compile and maintain the proceedings of the Society, in addition to attending to correspondence. Ensure that the Society is registered with the Province of BC and that the requirements of the Societies' Act are met.

Responsibilities include:

1. Arrange for the printing and distribution of general meeting minutes to members;
2. Distribute Executive meeting minutes electronically to those on the Executive;
3. Hold key to mailbox and check it regularly;
4. Respond to correspondence as directed by the President;
5. Pick up and distribute all correspondence and magazines received by the Guild;
6. Inform the Treasurer and Advertising Chair by email of any cheques received;
7. Forward the Annual General Meeting minutes to the Treasurer to include in the "Societies annual report" for the Ministry of Finance, BC Registry Services
8. Signing Officer of the Guild;
9. Attend Executive and General meetings.
10. At the end of the year provide the VQG archivist with signed copies of all Executive and General meeting minutes.

### **Treasurer**

A solid bookkeeping/accounting background is a must for this position. The Treasurer is responsible for all Guild monies and disbursements. The Treasurer also serves as Treasurer for the VCCQS.

Receive, account, deposit and disburse monies of the Society as authorised by the Society and issue receipts as required. Ensure that up-to-date and accurate accounts of the finances of the Society are kept in proper books which shall be readily available for review annually. Report on the financial affairs of the Society to each meeting of the Board of Directors and members. Prepare a budget – with the assistance of the Board of Directors – for approval by the Board of Directors prior to presenting to the general membership for approval. Prepare financial reports for the AGM and maintain a record of such reports. Liaise with anyone hired by the Society to provide accountancy services. Liaise with workshop and committee chairs to ensure that fees collected and disbursements made are accounted for and conform to guidelines set by the Board of Directors. Coordinate changes of signing authority at the Society's financial institution, as required.

Some duties are:

1. Payment of all approved requisitions for venue rental, Guild obligations, etc;
2. Disbursement of cheques to members and/or vendors on approved receipts;
3. Account for all funds deposited to the Bank;

4. Reconciles bank accounts on a monthly basis;
5. If required by the Guild, to liaise with a bookkeeper/accountant, providing required documents to be entered into the books and checking completed work;
6. 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;
7. Maintain a systematic file of all documents and vouchers;
8. Assist the President in preparation of annual budget;
9. Account for funds deposited into the bank, including all Guild sales and events;
10. Prepare Guild books for annual audit;
11. Signing Officer of the Guild;
12. Attend and report to Executive and General meetings;
13. Provide a year-end report to the President.

## **COMMITTEES**

### **Archives**

1. Report to the 1st VP as required;
2. Keep a record of documents, photos, memorabilia pertaining to the Guild;
3. Keep track of the charities the guild contributes to
4. Attend and report to Executive and General Meetings;
5. Prepare an end-of-year report for the President.

### **Asset Manager**

1. Responsible for the storage of quilt stands, sheets, signs, banners, display items and archived guild files etc. at a commercial storage facility and ensures they are in good working order;
2. Have repairs made as necessary;
3. Conducts an annual inventory and provides copy of same to President for the files;
4. 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;
5. Attend and report to Executive and General Meetings;
6. Prepare an end-of-year report for the President.

### **Canadian Quilters Association Representative**

1. Be a member of Canadian Quilters' Association;
2. Liaise with CQA Coastal Representative as necessary;
3. Use information from CQA website and CQA newsletters to update VQG members about the various activities of CQA and how the organization benefits all of the member guilds;
4. Updates may be in the form of links on the guild Facebook page, newsletter articles (CQA moment) or updates at VQG meetings

### **Christmas Sale Chair**

1. Organise a committee of volunteers to help with the sale;
2. Advise the 1<sup>st</sup> Vice President of the dates and setup so the rented facility can be informed;

3. Publicise the sale in the Newsletter;
4. Manage the upkeep and usage of the Square equipment;
5. Book appropriate stands and drapes from a display company;
6. Order sellers' tags if required;
7. Print all required information sheets including those for inventory;
8. Liaise with Publicity committee to coordinate the advertising. Write the copy for the ads;
9. Design, print and distribute the posters and flyers for the sale;
10. Arrange for transportation of required equipment from the Guild storage locker;
11. Post ad on UsedVictoria, etc;
12. deposit cash and cheques and provide details to the Treasurer so that the Treasurer can pay vendors;
13. provide a record of all expenses and income to the Treasurer on a timely basis;
14. Supervise all activities on sale days including set up, sales, take down and clean up;
15. Report to the Executive following the sale.
16. Attend and report to Executive and General Meetings;
17. Prepare an end-of-year report for the President.

### **Facebook Administrator**

The Administrator must be a member of and familiar with Facebook and be prepared to sign on as Administrator for the Victoria Quilters' Guild group. This position is possible to do without being physically present at every meeting, but regular (daily or every couple of days) checking in to Facebook is desirable. There is no current term limit. The Facebook Administrator reports to the Publicity Coordinator.

Duties:

1. Approve and welcome new members – check that they have quilting/Victoria interest by messaging them privately if they have not filled in the questionnaire;
2. Monitor Facebook messages for advertising and inappropriate content. Remove content that does not contain quilt-related material after messaging the member directly. Remove content that contains personal information and inform members privately of the action. Remove content that is overtly commercial that does not benefit our members in particular;
3. Inform members of upcoming guild events as required. Create Events pages as appropriate for the Group. (ie, upcoming quilt show);
4. Upload interesting content or post questions or comments to keep the group active;
5. If possible, take pictures at guild-related events and (with permission) upload them to the site;
6. Teach members how to use the various Facebook-related apps (ie uploading pictures, private messaging, etc.);
7. Upload content when requested by a member or executive member;
8. Conduct occasional polls or questionnaires to find out members' preferences;
9. Liaise with other executive members. If possible, attend Executive meetings;
10. Prepare an end-of-year report for the President.

### **Garage Sale Coordinator**

1. Organize a committee of volunteers to help with the garage sale;
2. Publicize the dates of the garage sale and its rules and guidelines at least twice in the newsletter a few months ahead of the event;
3. Contact the asset manager for equipment from the storage locker one month before the event;
4. Send out more detailed information to volunteers two weeks before the event;
5. Supervise all activities during the event;

6. Takes home all leftover items and contacts their owners;
7. Report to the executive following the event;
8. Prepare an end-of-year report for the President.

## **Membership**

Computer literacy is important for the person in this position. Good working knowledge of Excel, Powerpoint and Word is a must.

Main responsibilities include:

1. Accept applications and membership dues in various formats (e.g. hard copy and through online means such as email, and reports from the guilds web site).
2. Periodically deposit membership dues (e.g. cheques or cash) into Guild's bank account and inform the Guild Treasurer of the amount via email or other written form.
3. Issue membership cards and provide a link to the Guild's web site where the constitution, by-laws and previous newsletters can be accessed to members.
4. Organize the issuance of name tags to members. Name tags will be emailed in PDF format to new members or returning members annually upon membership renewal,

Other duties include:

- 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 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.
- On a monthly basis 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 & sign in sheets as well as lanyards, 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.

## **Newsletter**

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

1. Ensure all submissions follow copyright laws;
2. Set deadline for receiving submissions;
3. Establish an email distribution list of members, advertisers, etc. able to receive the newsletter electronically;
4. Produce the newsletter in a timely manner and distribute electronically to members at least 14 days prior to a meeting;
5. Type and/or edit copy. Upper limit for size of newsletter is 8 pages, double sided, due to cost of postage;
6. Ensure the newsletter is proofread by a third party to ensure spelling, grammar and dates mentioned are correct;
7. Ensures newsletter is distributed to members who do not have access to internet/printing. Update that list in conjunction with Membership.
8. Provide an end-of-year report to the President.

## **Newsletter Advertising**

Reports to the Newsletter Editor. Duties include:

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

## **Program Co-ordinator(s)**

Responsible for organising interesting and stimulating programs at the monthly meetings. Sourcing and contracting with presenters who are familiar with current trends in the quilting world or who are experts in their type of quilting are preferred.

Duties include:

1. Survey the membership to determine interests (such as traditional piecing, modern quilting, famous quilters, speakers on specific topics, etc.);
2. Well in advance of scheduled meetings to contact potential program presenters and negotiate date, costs and program topic;
3. Negotiate terms and sign contract with the Speaker on behalf of the Guild to ensure transparency of requirements
  - o Arrange transportation and accommodation for the speaker if necessary
4. Coordinate Publicity
  - o Promote the upcoming speakers in the monthly guild newsletter (through written articles)
  - o Provide speaker information to Website manager, Facebook Administrator and Publicity
5. Ensure that all required tables, props, sound system, lights, etc. are arranged prior to the presentation and are communicated to the Technical Committee;
6. Introduce and thank the speaker;
7. Arrange with the Treasurer well in advance for any gratuity to be paid to the speaker;
8. 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;
9. Coordinate with the Workshop Co-Ordinator(s) if the speaker is to teach classes
10. Attend monthly Executive meetings;
11. Provide a year-end report to the President.

## **Publicity Committee**

1. Promotes membership in the Guild;
2. Promotes guild meetings and events to members and wider quilting community;
3. Posts monthly meeting notices in online events calendars for Times Colonist and community newspapers. Liaise with Programs regarding topic of speaker and program. Monthly request to editor via checkbox online for print copy;
4. Updates, replenishes and maintains stock of guild bookmarks and brochures;
5. Distribute bookmarks and brochures to local quilt shops and maintain a supply at each shop. Provide brochures and bookmarks for guild events;

6. Provide a supply of bookmarks and brochures to Hostess Coordinator and Membership Coordinator as needed;
7. Plan one "Bring a friend" meeting per year;
8. Liaise with Christmas Sale Committee and do advertising for this event;
9. Oversee Facebook administrator;
10. International Quilt Day – assist coordinator with promotion;
11. Biennial Quilt Show – responsible for all publicity related to promotion of Quilt Show;
12. Consider new methods for promoting both membership and Guild events;
13. As appropriate, provide archival material to Archives of events and activities;
14. Request and monitor yearly Publicity Budget;
15. Prepare Annual Report of Publicity Committee Activities;
16. Attend and report to Executive and General Meetings.

### **Quilt Registrar**

1. Reports to the 1st VP as required;
2. Maintains a historical registry of quilts containing photographs and information provided by anyone wishing to register a quilt;
3. Maintains a supply of consecutively numbered registry labels;
4. Issues a numbered label for each quilt registered to enable future identification of the quilt's history;
5. Provide an end-of-year report to the President.

### **Quilt Show Chair**

1. Organise a committee of volunteers to take on the various tasks associated with the quilt show;
2. Research and present options to the Guild executive for venues;
3. Book venue, negotiate rental terms and pay deposit;
4. Agree with the executive on a date for the show;
5. Obtain banking privileges for show Chair, co-Chair and show Treasurer;
6. Book equipment rental company for show dates;
7. With the volunteer committee develop a budget and present it to the guild executive;
8. Convene regular meetings of the volunteer committee and advise the newsletter and guild executive of progress being made towards a successful show;
9. Provide advice and guidance to the volunteer committee (an information binder is available);
10. Ensure that quilts are being constructed for the raffle;
11. 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
12. Respond to questions from various sources about the show and direct them as appropriate;
13. Co-ordinate events at the show including equipment and show set up, vendor set up; receiving quilts; schedule of show volunteers; awards and presentations;
14. Collect and keep a record of all show related income and expenses and give them to the Treasurer on a timely basis;
15. 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.
16. Attend and report to Executive and General Meetings;
17. Prepare an end-of-year report for the President.

## **Resource Centre/Library**

Main responsibilities include:

1. Purchase books, DVDs, magazine subscriptions, etc., label and prepare them for use;
2. Organise a committee of volunteers to run the centre;
3. 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;
4. Follow overdue items on a monthly basis;
5. report on any pertinent resource centre information at general meetings;
6. maintain supplies;
7. maintain inventory as appropriate including data base, and cull as necessary;
8. undertake an annual inventory noting missing items;
9. Prepare a monthly submission to the Newsletter;
10. Provide a copy of the library listings to the President upon request;
11. Attend and report to monthly Executive meetings;
12. Provide an end-of-year report to the President.

## **Template Manager**

1. Working under the Resource Centre budget.
2. Purchase templates and rulers for quilting;
3. Label and prepare them for use.
4. Update listing and send to Webmaster for the website

## **Satellite Group Coordinator**

1. Maintain an updated list of Satellite Groups and their primary contact. Inform the Membership Chair of any changes;
2. Maintain a list of groups who have openings and members who wish to join a group;
3. Contact members who wish to join a group re their specific interests;
4. Liaise with contact person of group with openings;
5. Assist members to form a new group if no openings available
6. Attend and report to Executive and General Meetings;
7. Prepare an end-of-year report for the President.

## **Silver Thimble Award**

The Silver Thimble award is the guild's highest honour, given to members who have gone above and beyond the call for service to the guild. It is presented each year at the Annual General Meeting in January by the head of the Silver Thimble committee. The last 5 recipients of the award are tasked with voting on the new honouree.

1. Keep a supply of Silver Thimbles on hand. Submit cheque requests for any monies spent to the Treasurer. Keep a blank copy of the certificate to fill out each year.
2. Publish the Call for Nominations in the October and November newsletters. The deadline for nominations is November 30<sup>th</sup>.
3. Once the deadline has passed, set up a Chart for voting.
4. Send all Nominations, via email, to ALL 5 past recipients. Check to make sure they received them.
5. When they respond with their vote, tick off their vote on the Chart.

6. Write a presentation sheet listing the winner's past activities and involvement in the Guild. (Hopefully the nomination letters will give lots of detail.)
7. Clean the thimble before being it is presented (inside and out).
8. At the AGM in January, present the award to the winner.  
The Silver Thimble is wrapped in some tissue with a bit of ribbon. The Certificate is signed by the Guild President of the previous year. The signing is done before the guild meetings starts, without letting the President know the winner. The winner's name and date of the AGM are written on the Certificate before the signing. Place certificate in a large envelope for the presentation.

### **Sunshine and Shadow**

1. Prepares a thoughtful card to members who are experiencing sickness, have lost a loved one, or are celebrating special occasions such as a special birthday or an anniversary, etc;
2. Cards are supplied by the Guild and postage is reimbursed;
3. Attend and report to Executive and General Meetings;
4. Prepare an end-of-year report for the President.

### **Technical Support**

Requires a basic knowledge of the Zoom meeting software program.

1. Assists the executive in organizing and running monthly hybrid guild meetings;
2. Assists guild members accessing the meetings using the Zoom platform on their computer, tablet, or smartphone;
3. Maintain document on operation of sound system at the church;
4. Attend monthly Executive and General meetings.

### **VCCQS President**

1. Oversee the application for funding of VCCQS from the Victoria Quilters' Guild; ensure adequate funding is obtained for the supply of baby quilts to NICU;
2. Distribute VCCQS funding first to Baby Quilts, then remainder to Grant Application Program. The division of these amounts to be declared at a Guild meeting;
3. Ensure VCCQS four-person Committee be maintained. VQG Nomination at VCCQS AGM to fill an empty position. The positions are: President, Vice President and Secretary. Treasurer is automatically VQG Treasurer and the Standing committee is head of Baby Quilts;
4. Deliver annual report at VCCQS AGM;
5. Monitor Grant Applications for current VQG membership and discuss the Grant requests with Committee Members for majority approval. Ensure validity of designated charity: located within CRD, suitable (ie, quilts cannot be used for raffle by the Charity);
6. Ensure the VCCQS works within its budget parameters;
7. Co-sign cheques with the Treasurer
8. Attend and report to monthly executive and general meetings.

### **Baby Quilts**

The making of baby quilts for the neo-natal unit of the Victoria General Hospital is one of the charities funded by the VCCQS. Main duties include:

1. Fabric purchase and preparation including washing and ironing;
2. Organise a group of volunteers to assist with all facets of baby quilt making and delivery;
3. Accept, sort, process (and if required, pick-up) donated fabric; inappropriate donated fabric forwarded to other groups who can make use of it;
4. Prepare kits;
5. Prepare bundles for piecing quilt tops, averaging 15 – 20 per meeting;
6. Quality control of returned quilts including workmanship, quality of fabric, batt and threads, secure stitching and appropriate quilting;
7. Assess cleanliness and safety of returned quilts ensuring they are smoke free, free of animal hair and loose threads, remove forgotten pins, etc.
8. Repair and fix any problems detected;
9. Have quilt labels “made by Victoria Quilt Guild” stitched on each quilt;
10. As necessary, liaise with chairperson of VCCQS;
11. Send a monthly report to the Executive and the Newsletter editor with current news of the Baby Quilt Group;
12. Contact appropriate person at Victoria General Hospital to arrange for delivery of quilts as necessary;
13. Prepare an end-of-year report for the President of VCCQS.

### **Webmaster**

In charge of maintaining [www.victoriaquiltersguild.org](http://www.victoriaquiltersguild.org) on the World Wide Web using an appropriate program purchased by the Guild. Currently using WordPress and Elementor.

1. Monitor and update website information ensuring that it is current, easy to navigate and addresses the needs of users;
2. Handle inquiries from the site in the timely manner; and
3. Regularly check the links on the site to ensure they are still working.
4. Submit to Membership chair a weekly report of the online membership form
5. Attend monthly Executive meetings.

### **Workshop Co-ordinator(s)**

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

1. Negotiate program topic, date and costs with potential instructors;
2. On a cost recovery basis calculate the cost of the workshop for participants;
3. Publicise the workshop in the newsletter and on the website;
4. Collect registrations and fees for workshops and liaise with the Treasurer regarding disbursements;
5. Ensure that hall space for workshops is booked;
6. Request whatever tables, electrical cords, irons, ironing boards, etc. are required and have them set up in advance of the workshop;
7. Enlist volunteers to assist with registrations and on the day of the workshop;
8. Set a deadline for member registrations and when that passes advertise the workshop to other guilds
9. Set a premium for non-members of the Victoria Quilters’ Guild to attend workshops;
10. Liaise with the Program Chair to possibly link a workshop instructor to a general meetings so that more members may experience the expertise of the workshop presenter;
11. Attend monthly Executive meetings;
12. Provide a year-end report to the President.

Updated September 2022