

# ***Village Quilters Job Description Community Service***

## **Duties of Standing Committees:**

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

## **Policy & Procedures affecting job:**

None

## **Duties & Responsibilities:**

- Work effectively as a team of up to five members to assess a community need, create quilts, insure quality, prepare for distribution and final delivery of the Community Service quilts through our Sweatshop Bee group.

## ***Community Service Leader***

- Identify community agencies where CS quilts may be needed or desired.
- Make team decisions about where and how many quilts will go to each charity.
- Make contacts with organizations with regard to their needs and lead time for future deliveries.
- Arrange delivery of all CS quilts.
- Keep monthly record of quilts distributed to charitable organizations
- Attend monthly board meeting or have a team member attend.
- Review Community Service Budget, purchases and expenses
- Keep track of budget in order to keep expenses in line with budget
- Turn in all receipts to Treasurer for reimbursement
- Inventory quilt tools and supplies and buy what needs to be replaced or repaired.
- Order and purchase batting to keep a roll available for sweat shop quilt tops
- Communication: Write an article each month for the Village Quilter E-bulletin.
- Update Community Service Information on Village Quilters' web site.

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- Give monthly report at the Guild Meeting to inform members the distributions and thank you notes received. Also report on future project and remind members of the next sweat shop.
- Encourage guild members to attend sweatshop and/or take quilt tops home to complete.
- Write Thank you for donation received
- Maintain news articles related to sweatshop activities for future references.

### ***COMMUNITY SERVICE Team Member***

- Attend monthly sweatshop on the first Monday of every month. Arrive early to organize and setup room for quilting projects.
- Attend at least 3 guild board meetings each year.
- Attend monthly planning meeting on the 3rd Mondays for sweat shop projects and quilt blocks.
- Sort through donations and keep fabric closet in order.
- Help with making quilt tops and kits for sweat shop days.
- Make suggestions for planned projects and blocks for guild members
- Clean up after sweatshop meets and keep quilt room clean and organized
- Help with monthly distribution of quilt to charitable organizations

### ***Administrative:***

- Keep records of all donations up to date as to number and location of donation.
- Maintain file of news articles related to Community Service activities for future reference.
- Write thank-you notes when appropriate.
- Work within and keep track of Community Service budget; advise treasurer of budget needs on annual basis.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.

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- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.
- Communication: Write an article each month for the VQ E-Bulletin. Update community service information on VQ's website.

### ***Creative:***

- Brainstorm ideas for easy quilt projects during monthly planning sessions.
- Plan project prep work of several future projects so members at sweatshop can do the prep work of these items.
- Plan project agenda for each current Sweatshop Bee.
- Identify or create "special" quilts which can be used as auction worthy fund raisers or as special gifts.

### ***Supervisory & Other:***

- Supervise, direct or facilitate flow of work so members at sweatshop stay productive, occupied and happy with a chosen or assigned task during sessions.
- Encourage Guild members to take projects home to complete.
- Maintain an on-hand inventory of quilt tools, supplies, batting and fabric. Make purchases of additional needed supplies. *Safety pins can be purchased from a dry cleaner.*
- Insure proper final "finishing" of quilts: washed, labeled, packaged for cleanliness.
- Make sure binding strips and labels are pinned to all sandwiched quilts which will go to guild meetings.
- Show all or some finished quilts at guild meetings prior to donation if possible.
- Store quilts until delivery.