

Village Quilters Job Description
Community Service
(As of August 2010)

Duties according to Village Quilters Bylaws:

Article VI – Duties of Standing Committees:

Section 2. Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

Section 3. 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 at least two to four 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.
- Each team member should be apprised as to where the quilts have been distributed each month. Give a verbal report of activities to share this information with the Guild membership at the meetings and/or have information posted on the website.
- Solicit information about who may have an interest in some individual task such as delivering, washing, making labels etc. - this gives the team an additional "committee" in addition to Sweatshop Bee workers.
- Assign, share or split the team's different tasks by/to each of the team individuals as they are needed or required. Some of those tasks are:

Administrative:

- 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 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.

Village Quilters Job Description Community Service

(As of August 2010)

- 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 you may have to the secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.

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 members to take projects home to complete.
- Make purchases of any additional needed supplies of batting, fabric or backing, etc. to supplement donations.
- Purchase or obtain safety pins (from dry cleaners) and the plastic bags used for individual quilt packaging.
- Share responsibility of keeping CS closet organized.
- 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.