

# ***Village Quilters Job Description Fabric Exchanges Coordinator***

## **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:**

### **Miscellaneous:**

- A member may win no more than once in any given block exchange, regardless of the number of blocks submitted for that specific block exchange.
- A member may win in more than one block exchange in the course of a year.

## **Duties & Responsibilities:**

- Responsible for one to three (1-3) Six & ½ Fabric Club fabric exchanges, one to three (1-3) block exchanges, collecting President's blocks and any other member activities which may be fabric and/or block oriented such as an orphan block exchange, fat quarter exchange etc.
- Recruit and organize additional committee helpers if needed.
- Coordinate and set the timetable for each of the exchanges throughout the year to eliminate any overlap; then carry out plan.
- 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.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- 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.

## **Fabric Exchanges:**

### **Six & ½ Club:**

- Choose a fabric theme for each 6 ½ fabric exchange, i.e. polka dots, flowers, blues, stripes, etc.
- Take sign-ups for the 6 ½ club no more than 2 months prior to the due date.

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- Close out the sign-ups and communicate to all participants the number of packets (of 3 fabrics each) are needed. Set deadline month for return of packets.
- Send an email reminder to the participants before the meeting when packets are due and/or forward pertinent information to the E-Bulletin person to include in that months bulletin.
- Upon return, setup for each participant to distribute their packets or handle distribution yourself.
- Insure all participants pick up their packets of exchanged 6 ½ fabrics.

### **Block Exchanges:**

- Choose a focal fabric and (optional) background fabric; purchase sufficient fabric to make the needed number of individual packets.
- Choose a block size and have each participant make any block of their choice or choose a block pattern that all participants will make. Mix it up for variety.
- Make a sample block or two so members can see the possibilities with the fabric or the actual pattern that was chosen.
- Prep the fabrics and make up the needed number of packets of the fabric for interested members.
- Set out the fabric packets for all interested members. Set a deadline month for return of the blocks. You may or may not have signups.
- If you do have signups for the block exchange, then send an email reminder to the participant's before the meeting when blocks are due and/or send pertinent information to the E-Bulletin person to include in that months bulletin.
- On the due date, each person should write their name on slip of paper and add to the name bucket. If block is member's choice, blocks may be displayed for all to see.
- Determine by the final number of blocks returned how many winners you may have to receive 9 – 12 blocks.
- Draw winner's names from the bucket and distribute winners blocks along with any remaining fabric packets or extra yardage for their use.

### **President's Blocks:**

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- Assist President in distribution of President Block information and instructions.
- Verify instructions have been added to the website via the web editor.
- Collect president's blocks in November and December.
- Display the president's blocks in December if desired; then present to the outgoing President.