

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

## **Duties according to Village Quilters Bylaws:**

None

## **Policy & Procedures affecting Community Service:**

None

## **Duties & Responsibilities:**

- This committee works best when there is a team of at least two to four members working together to assess a community need, create quilts, insure quality, prepare for distribution and final delivery of our Community Service quilts through our Sweatshop Bee group.
- All team members should be apprised as to where the quilts have been distributed each month. Give a verbal report of activities and share this information with the Guild at the meetings and/or post information on the website.
- Secure the list of guild members from the VP who may have indicated 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.
- The team's different tasks may be assigned, shared or split by/to each of the team individuals as they require.
- Some of those tasks are as follows:

### *Administrative:*

1. Identify community agencies where our quilts may be needed or desired.
2. Make team decisions about where and how many quilts will go to each charity.
3. Make contacts with organizations with regard to their needs and lead time for future deliveries.
4. Arrange delivery of any charity quilts.
5. Keep records of all donations up to date as to number and location of donation.
6. Maintain file of news articles related to Community Service activities for future reference.
7. Write thank-you notes when appropriate.
8. Work within and keep track of Community Service budget.

### *Creative:*

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

### *Supervisory & Other:*

13. Supervise, direct or facilitate flow of work so members at sweatshop stay productive, occupied and happy with their chosen or assigned task during sessions.
14. Encourage members to take projects home to complete.

### *Supervisory & Other (cont):*

15. Make purchases of any additional needed supplies of batting, fabric or backing to supplement donations.
16. Purchase safety pins (from dry cleaners) and the plastic bags used for individual quilt packaging.
17. Share responsibility of keeping CS closet organized.
18. Insure proper final "finishing" of quilts: washed, labeled, packaged for cleanliness
19. Make sure binding strips and labels are pinned to all sandwiched quilts which will go to guild meetings.
20. All finished quilts should be shown at guild meetings prior to donation if possible.
21. Store quilts until delivery.