

Village Quilters Job Description

Community Service

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:

Review all Policies included in the Resolutions, Policies and Procedures document, as they may affect what and how activities work within the committee.

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 the "Sweatshop" group.

Chair /Administrative / Supervisor

- ✦ 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 as to their needs and lead time for future deliveries.
- ✦ Arrange delivery of all CS quilts.
- ✦ Supervise, direct or facilitate flow of work so members at sweatshop stay productive and effective with a chosen or assigned tasks.
- ✦ Attend monthly board meeting or have a team member attend.
- ✦ Give monthly reports at the Guild Meeting to inform members regarding distributions and thank you notes received. Also report on future projects and remind members of the next sweat shop.

- ✦ Keep records of all distributions to organizations as to number and location of distribution.
- ✦ Write text each month and forward for the E-bulletin before 7pm on board meeting day.
- ✦ Forward up to date Comm Service information to the webmaster for the website if needed.
- ✦ Review Community Service Budget, purchases and expenses and keep track of budget in order to keep expenses in line; advise treasurer of budget needs on annual basis. Adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses.
- ✦ Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- ✦ If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling. Write a Thank you for donations received if appropriate.
- ✦ Maintain news articles related to sweatshop activities for future references.
- ✦ Write thank-you notes when appropriate.
- ✦ 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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- ⤴ Maintain an inventory of quilt tools, supplies, batting and fabric. Buy what needs to be replaced or repaired. A good supply of pins is always needed and should be well stocked for Sweatshop work days (a good recent resource is Amazon or Ebay for 2-3#s of #2 pins – less costly than dry cleaners).
 - ⤴ Encourage guild members to attend sweatshop and/or take quilt tops home to complete.
 - ⤴ 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 distribution if possible.
 - ⤴ Store quilts until delivery.
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- ⤴ 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.

Team Members

- ⤴ Attend monthly sweatshop on the first Monday of every month; help to organize and setup room for quilting projects
- ⤴ Attend monthly planning meeting if and when scheduled to prepare sweat shop projects and quilt blocks
- ⤴ Help keep fabric closet and unlocked cabinet 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 meetings and help keep quilt room clean and organized
- ⤴ Help with monthly distribution of quilts to organizations
- ⤴ Help with any other tasks that may be needed or assigned