

Village Quilters Job Description

Community Service

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

Policy & Procedures affecting Job:

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

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 /Co-chairs /Administrator / Supervisor

- ✦ Seek and 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 delivery.
- ✦ Arrange and make 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.

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- ✧ Give reports (monthly or quarterly) at the Guild Meeting to inform members regarding distributions and thank you notes received; if desired, report on future projects.
- ✧ Keep records of all distributions to organizations as to number and location of distribution.
- ✧ Write text monthly 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.
- ✧ Act as point person regarding budget, expenses etc. according to standards above
- ✧ Act as point person regarding received donation items according to standards above. 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.
- ✧ 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.
- ✧ Encourage guild members to attend sweatshop and/or take quilt tops home to complete.
- ✧ Maintain an inventory of quilt "kits" that guild members can sign out and sew the tops at home. The fabric should be cut & ready to sew with a pattern included. Ready-to-sew kits have proven to increase participation by guild members.
- ✧ Insure proper final "finishing" of quilts: labeled, packaged for cleanliness, etc.
- ✧ 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.
- ✧ 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 if requested
- ✧ Help with any other tasks that may be needed or assigned