

# **Village Quilters Job Description**

## **Material Girls - Fabric Exchange Coordinator**

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files and signs/sign holders (if responsible for any) 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:**

- ✧ Responsible for one to three (1-3) 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. See what interest there may be for these other types of exchanges.
- ✧ 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.
- ✧ Responsible for 1 VQ sign stand. Return to VP if no longer needed.

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### **Fabric Exchanges:**

- ✧ Choose a fabric theme for each fabric exchange, i.e. polka dots, flowers, blues, stripes, batiks, etc.
- ✧ Choose a size and type for each fabric exchange, i.e. squares, strips or fat quarters of any particular size.
- ✧ Take sign-ups no more than 2 months prior to the due date.
- ✧ Close out the sign-ups and communicate to all participants the number of packets of the chosen size and type 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 Chair to include in that month's bulletin.
- ✧ Upon return, consolidate, organize and distribute packets back to participants.
- ✧ Insure all participants pick up their packets of exchanged 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, if desired, 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 Chair to include in that month's 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 if desired.

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- ✧ Determine by the final number of blocks returned how many winners you may be able to have to receive enough blocks to create a quilt of variable size.
- ✧ Draw winner's names from the bucket and distribute winners blocks along with any remaining fabric packets or extra yardage (if any) for their use.

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

- ✧ Assist President in distribution of President Block information and instructions.
- ✧ Verify instructions have been added to the website via the Webmaster.
- ✧ Collect president's blocks in November and December (or beyond).
- ✧ Display the president's blocks in January if desired; then present to the outgoing President.
- ✧ President responsible for providing any fabrics needed or desired for packets.