

Village Quilters Job Description ***TVQOV – Quilt of Valor Group***

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 activity:

Review Policy, Procedures, Resolutions document as it may affect committee work.

Duties & Responsibilities:

- Direct group work effectively to create quilts, insure quality, prepare for distribution and final delivery of the QOV quilts through our Quilt of Valor work group.
- Apprise QOV group and general membership as to special distribution and/or any special needs requests. Share this information with the Guild membership by either a verbal report at the meetings, have information posted on the website and/or through the E-Bulletin.
- Coordinate the various activities of the quilt process from cutting to finishing. May solicit interest regarding individual tasks such as cutting, sewing, quilting, finishing etc. to maximize efforts in the group.
- May recruit team members to assign, share or split the team's different tasks by/to each of the team individuals as they are needed or required. Some of those tasks are:

Administrative:

- If desired, may identify additional community outlets where QOV may be distributed.
- Respond to individual requests for local QOV.
- Make contacts with organizations such as Hugs for Soldiers, Smokey Mountain Service Dogs, TV veterans groups with regard to needs and lead time for future deliveries.
- Arrange delivery of QOV quilts to regional QOV rep if needed.
- Keep records of all distributions to regional and/or local. Update QOVF.org after presentations.
- Keep records of who makes each quilt, status of quilt in process and when handed off to long arm quilters.
- Write thank-you notes if and when appropriate.
- Make sure QOVF group membership is renewed each year in December
- Adhere to all compliance in the QOVF Policy & Procedures Book

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- Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- Outgoing Chair shall turn over all books, records or files to their successors.
- Provide annual budget input if/when requested by the treasurer. Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- If you receive any donation items from a donor directly to TVQI, complete the “Donations Received Report Form” and deliver to the Treasurer for handling.
- If any monetary donations are made to QOVF through Guild, report those to QOVF treasurer with the appropriate forms. If non-cash donations are given for TVQOV, provide a QOVF receipt to the donor and report to the QOVF treasurer on the appropriate form.
- With respect to the retention policy, forward any other original record 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.

Supervisory & Other:

- Supervise, direct or facilitate flow of work.
- Solicit long-armers for quilting services. Arrange delivery and pick-up to long-armers. Seek long-armers through www.QOVF.org if necessary.
- Encourage members to create projects to complete.
- Make purchases of any additional needed supplies of batting, fabric, backing, labels, etc. to supplement donations, if any.
- Brainstorm ideas for easy quilt projects for kits or blocks for guild assistance.
- Plan project prep work of several future projects so members at QOV group can do the prep work of these items.
- Plan project agenda for each QOV group work day.
- Keep QOV cabinet organized.
- Insure proper final “finishing” of quilts: washed, labeled, stored in presentation cases for cleanliness.
- If possible, prior to distribution show all or some finished quilts at guild meetings.
- Store quilts until delivery.