

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

- Direct group work effectively to create quilts, insure quality, prepare for distribution and final awarding 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.

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- 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 or Veteran's groups where QOV may be awarded.
- Respond to individual requests for local QOV.
- Manage and produce items such as recipient letters, QOV Certificates and quilt care instruction page for the official VQ Recipient Certificate Folder which accompanies the QOV
- Make contacts with organizations, if needed, such as Smokey Mountain Service Dogs, Retired Military, VFW, American Legion and other TV veterans groups with regard to needs and lead time for future deliveries; may recruit member to be the official liaison with a particular group.
- Arrange delivery of QOV quilts to regional QOV rep if needed or requested.
- Keep records of all distributions to regional and/or local. Update QOVF.org through the TRELLO system (or other system Foundation uses) after presentations or direct on Foundation website if not through that system.
- Keep records of who makes each quilt, status of quilt in process and when handed off to long arm quilters and to who.
- Make sure QOVF group membership is renewed each year in October; facilitate QOVF group members with renewal if needed
- Track donations received; insure posted to revenue and transferred to expense line reserved for QOV
- In addition to Standard Duties regarding Donations, always send formal Thank You letter to donator, whether monetary, hard goods or monetary gift cards; keep track of donations in QOV Budget and Actual file.
- If any monetary donations are made to QOVF through Guild, report those to QOVF treasurer with the appropriate forms.
- Adhere to all compliance in the QOVF Policy & Procedures Book; stay up to date on Foundation changes. Respond to Foundation requests or needs as and when required.

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Supervisory & Other:

- Supervise, direct or facilitate flow of work in group and throughout month.
- 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.
- Manage supplies needed such as fabrics to supplement donations, if any, plus batting and backing through purchase venues offering discounted pricing.
- Make purchases of any additional needed supplies of labels, stock paper, folders, sheet protectors and Retayne etc.
- 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, photographed, stored with presentation cases for cleanliness.
- If possible, prior to distribution show all or some finished quilts at guild meetings.
- Store quilts in similar size groupings until awarded. If possible, choose a quilt that may “look and feel” like it represents the service of the recipient due to its coloring or motifs.