

We Need You!

Please review the brief synopsis of job descriptions below, and think about what you might be interested in doing to help the guild in the year ahead. Note that this form is not a commitment; it's just an expression of your area of interest. Perhaps you'd like to continue doing a job you've done previously, or perhaps you'd like to try something different. If you are new to the guild, working on a committee with others is an enjoyable way to become acquainted. Please indicate as many areas as you'd like. NOTE: If you wish to continue your present position, we still need to have you complete the form below! Thank you

Elected Board of Directors positions:

President: Chief elected officer and spokesperson of the guild; presides at all general, annual and Board meetings.

Vice-President: Perform's duties of President when she's not available. Responsible for securing, set-up, and tear-down of meeting places.

Secretary: Responsible for records, correspondence, keeping minutes.

Treasurer: Chief Financial Officer of guild.

Quilt Show Chair: Chairperson for fund-raising quilting event, usually quilt show in Spring.

Quilt Show Chair-Elect: Assists Quilt Show Chair; becomes Quilt Show Chair following year.

Program Chair: Planning/coordination of programs and workshops; works with Workshop Chair.

Program Chair-Elect: Assists Program Chair; becomes Program Chair following year.

Committee Chairs: (Note that these positions are often shared.)

Auditor: Officially reviews financial records.

Block of the Month: Plans and conducts a Block of the Month activity to be completed over the course of the guild year.

Bus Trips: Organizes opportunities for members to travel by bus to a quilting event out of town.

Community Pantry: Promotes and organizes donations to Community Pantry.

Show Challenge: Creates and organizes a quilting challenge activity for members, to be completed and revealed at the guild meeting a month prior to quilt show.

Discovery Days: Provides workshops for members to learn a quilting technique or complete a project taught by another member.

Equipment: Maintains inventory of contents in guild storage facility.

Facebook: Maintains content of guild presence on Facebook site.

Grants/Scholarships: Administers Grants and Scholarships, as described in Bylaws.

Historian: Maintains files of newsletters and other records, and stores historic quilt blocks and other items representing guild.

In Town Retreat: Makes arrangements for local quilt retreat.

Junior Quilters: Organizes and assists youngsters learning to quilt.

Library: Provides an opportunity for guild members to access quilting books.

Logo Merchandise: Orders and sells merchandise with guild logo.

Membership: Distributes and accepts membership applications, maintains records, creates and distributes roster.

NCQC Rep: Represents FQG at quarterly meetings of Northern California Quilt Council.

Newsletter: Produces monthly publication of articles from guild members.

Opportunity Quilt: Produces a quilt to use as raffle fundraiser for following year. Note: This position/committee markets the quilt the following year, taking it to other guilds and community venues to sell raffle tickets.

Parliamentarian: References *Robert's Rules of Order* as needed at official guild meetings.

Retreat: Promotes and organizes annual guild off-site retreat.

Treasure Chest: Purchases, packages, and displays items for monthly guild raffle activity.

UFO Challenge: Promotes and organizes activities to help members complete unfinished quilts.

Website: Maintains the Foothill Quilters Guild website.

Welcoming: Sets up sign-in sheets for guild meetings, and welcomes attendees.

Workshops: Works with Program Chair to communicate with guest teachers; sets up workshop site.

Name: _____

Phone: _____ e-mail _____

Areas of Interest:

Return form to Pat McCandless, 12765 Shannon Lane, Auburn 95602, (530)887-9874
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