

GENESEE VALLEY QUILT CLUB JOB DESCRIPTIONS

<u>SECTION</u>	<u>PAGES</u>
EXECUTIVE COMMITTEE & BOARD POSITIONS	
Board Chair	2-3
Member at Large	4
Memberships Secretary	5-6
Parliamentarian	7
Past President	8
President	9
Public Relations	10
Recording Secretary	11
Treasurer	12-13
Vice President	14
MEETING ACTIVITY CHAIRS	
Basting	15
Block of the Month	16
Book Orders	17
Comfort Quilts	18
Consortium	19
Donations	20
Education	21-24
Fat Quarter	25
Greeters	26
Historian	27
Kitchens	28
Library	29
New Members	30
Sale Table	31
Set up and Take Down	32
Show-N-Tell	33
Special Interest Group	34-35
Sunshine approved	36
Volunteers Committee	37
RAFFLE QUILT COMMITTEE	
Revised Raffle Quilt	38-39
CLUB COMMUNICATION COMMITTEES	
E-List	40
Patchword	45-46
Website	41
OTHER CLUB ACTIVITIES	
Garden Tours	42
Holiday Party	43
Silent Auction	44

POSITION: BOARD CHAIR

OVERVIEW/SUMMARY:

The Board Chair is elected for a one year term by the Board of Directors from among the at-large members at a special meeting called solely for the purpose of selecting the Chair. This meeting shall take place immediately following the regular meeting at which newly elected Board members are inducted. The Chair may succeed herself by vote for subsequent terms. The Chair's primary responsibility is to provide leadership to the Board which sets policy and overall governance.

SPECIFIC SKILL SETS/REQUIREMENTS:

- Has been an active Club member for two full years
- Has attended monthly Club meetings on a regular basis
- Has served in a volunteer capacity within the Club
- Has a proactive personality
- Has communication skills, especially listening and interpreting
- Acts as a positive representative for GVQC
- Is computer literate

RESPONSIBILITIES OF THE BOARD CHAIR:

- Calls meetings.
- Prepares agenda and distributes to Board members one week before meeting.
- Reviews Board minutes before the next meeting and distributes to Board members.
- Chairs Board meetings, using the most recent edition of Roberts Rules of Order.
- Arranges for any person or background information needed for each meeting.
- Keeps abreast of happenings, events and needs within the Club in case there is an issue requiring Board attention.
- Insures that decisions concerning the Club are presented to the membership.
- Oversees any vote for amendments to the Bylaws or Constitution.
- Assures that policy revisions are forwarded to appropriate parties for inclusion in the Policy and Procedure section of the Membership Directory.
- Shall maintain personal Board of Directors manual and upon completion of term, pass on to successor.
- Assures that all Board members maintain their personal manuals.
- Understands the difference between Executive Committee roles (i.e. day to day operations and implementation) and Board roles (overall governance and policy setting).
- Supports the Board and the Executive Committee decisions in public and within the Club.
- Avoids conflict of interest, if present.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.

POSITION: BOARD CHAIR

OVERVIEW/SUMMARY:

The Board Chair is elected for a one year term by the Board of Directors from among the at-large members at a special meeting called solely for the purpose of selecting the Chair. This meeting shall take place immediately following the regular meeting at which newly elected Board members are inducted. The Chair may succeed herself by vote for subsequent terms. The Chair's primary responsibility is to provide leadership to the Board which sets policy and overall governance.

SPECIFIC SKILL SETS/REQUIREMENTS:

- Has been an active Club member for two full years
- Has attended monthly Club meetings on a regular basis
- Has served in a volunteer capacity within the Club
- Has a proactive personality
- Has communication skills, especially listening and interpreting
- Acts as a positive representative for GVQC
- Is computer literate

RESPONSIBILITIES OF THE BOARD CHAIR:

- Calls meetings.
- Prepares agenda and distributes to Board members one week before meeting.
- Reviews Board minutes before the next meeting and distributes to Board members.
- Chairs Board meetings, using the most recent edition of Roberts Rules of Order.
- Arranges for any person or background information needed for each meeting.
- Keeps abreast of happenings, events and needs within the Club in case there is an issue requiring Board attention.
- Insures that decisions concerning the Club are presented to the membership.
- Oversees any vote for amendments to the Bylaws or Constitution.
- Assures that policy revisions are forwarded to appropriate parties for inclusion in the Policy and Procedure section of the Membership Directory.
- Shall maintain personal Board of Directors manual and upon completion of term, pass on to successor.
- Assures that all Board members maintain their personal manuals.
- Understands the difference between Executive Committee roles (i.e. day to day operations and implementation) and Board roles (overall governance and policy setting).
- Supports the Board and the Executive Committee decisions in public and within the Club.
- Avoids conflict of interest, if present.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- If unable to fulfill any of the above, the Past President will assume responsibility in the Chairman's absence.

POSITION:	MEMBERSHIP SECRETARY
Reports to:	President

OVERVIEW/SUMMARY:

The Membership Secretary is a member of the Executive Committee and the Board of Directors, and is responsible for attending Board of Directors and Executive Committee meetings. The Membership Secretary may select as many Club members to assist in carrying out the assigned responsibilities.

SPECIFIC SKILL SETS OF MEMBERSHIP SECRETARY:

- Acts as a positive representative for the GVQC
- Has a proactive personality
- Is computer literate

OVERALL RESPONSIBILITIES:

- Retains all records pertinent to the committee and transfers same to incoming chair
- Reports volunteer hours to Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all pertinent records and transfers same to incoming President.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

SPECIFIC RESPONSIBILITIES AS BOARD MEMBER:

- Is responsible for creating and reviewing policies, fiscal guidance, and guidance of programs and operations.
- Is an active, informed voting member of the Board and keeps up-to-date on all matters concerning the Board including reading all minutes and reports presented to the Board.
- Is familiar with parliamentary procedures

SPECIFIC RESPONSIBILITIES AS MEMBERSHIP SECRETARY:

- **In Preparation for the Monthly Club Meeting**
 - Prints attendance check list
 - Has blank membership forms on hand
 - Prints out name tags for new members who joined at previous meeting
 - Takes box to collect forms and money
 - Takes supply box (tape, clips, pens, pencils, etc.)
 - Takes large notebook with membership information
 - Has on hand blank paper for taking notes from members (for example, lost nametags that need replacing, etc.).
 - Has membership totals ready to report to the Club during the business meeting
 - Notifies the helper who has signed up to sit at the table
 - Checks to be sure that there is an adequate supply of new member folders. When more are needed, notifies the new member chairman.

- **During the Meeting**
 - Greet people as they come to the table.
 - Accept renewals and new members. (Note: membership dues will be prorated per remaining meetings with the exception of the June meeting. If someone chooses to join for that meeting only, the fee will be the minimum of \$5.)
 - Answer questions or send to an appropriate person who will know.
 - Greet guests and collect guest fee (guest fee will be applied toward membership at the next meeting if they decide to join).
 - During the business meeting, introduce the guests, the new members and report on membership totals.
 - At the close of the meeting, check for stray nametags and store banners at the back of the stage.

- **After the Meeting**
 - Record any changes for current members (new address, e-mail etc.) that may have been received at the meeting
 - Record new members into database
 - Record renewing members into database
 - Record attendance and add to spread sheet
 - Make name tags for new members
 - Send information on renewals, change of address or e-mail, new members, etc. to the following: newsletter publisher, newsletter editor, new member chair and helper, comfort quilts, volunteer committee co-chairs, yahoo web site manager, raffle quilt ticket sales chair and treasurer.
 - Write a short article for the newsletter and send to the newsletter editor.
 - Count the money collected, fill out the GVQC Income Received form and submit the form and monies to the treasurer in a timely fashion.
 - Submit requests for reimbursement on the appropriate GVQC form and forward to the treasurer.

- At the close of the meeting, checks for stray nametags and stores banners at the back of the stage.

After the Meeting

- Records any changes for current members (new address, e-mail etc.) that may have been received at the meeting
- Records new members into database
- Records renewing members into database
- Records attendance and add to spread sheet
- Makes name tags for new members
- Sends information on renewals, change of address or e-mail, new members, etc. to the following: newsletter publisher, newsletter editor, new member chair and helper, comfort quilts, volunteer committee co-chairs, yahoo web site manager, raffle quilt ticket sales chair and treasurer.
- Writes a short article for the newsletter and sends to the newsletter editor.
- Counts the money collected, fills out the GVQC Income Received form and submits the form and monies to the treasurer in a timely fashion.
- Submits requests for reimbursement on the appropriate GVQC form and forwards to the treasurer.

COMMITTEE:
Reports to:

PARLIAMENTARIAN
BOARD OF DIRECTORS

OVERVIEW/SUMMARY:

The Parliamentarian is to be familiar with parliamentary procedure and to guide a meeting if there are procedural questions. The Parliamentarian is appointed by the Board Chair.

OVERALL RESPONSIBILITIES:

- Keeps an account of all monies spent and submits all requests for reimbursement to the Club Treasurer in a timely fashion.
- Annually submits a budget to the Club President no later than June 1st.
- Retains all pertinent records and transfers same to incoming Parliamentarian.
- Reports volunteer hours to the Volunteer Recording co-chair.

POSITION:	PAST PRESIDENT
Reports to:	Board Chair

OVERVIEW/SUMMARY:

The immediate Past President is an active, voting member of the Board of Directors, who brings past experience as GVQC Club President to her role on the Board.

SPECIFIC SKILL SETS/REQUIREMENTS:

- Has been an active Club member for two full years
- Has attended monthly Club meetings on a regular basis
- Has served in a volunteer capacity within the Club.
- Has a proactive personality
- Has communication skills, especially listening and interpreting
- Acts as a positive representative for GVQC
- Is computer literate

RESPONSIBILITIES OF THE PAST PRESIDENT:

- Chairs the Nominating Committee.
- Shall keep up-to-date on all matters concerning the Board, including reading Board minutes and reports submitted to the Board.
- Regularly attends Board meetings.
- Shall be responsible for creating and reviewing policies, fiscal guidance, and guidance of programs and operations.
- Shall maintain personal Board of Directors manual and upon completion of term, pass on to successor.
- Understands the difference between Executive Committee roles (i.e. day to day operations and implementation) and Board roles (overall governance and policy setting).
- Supports the Board and the Executive Committee decisions in public and within the Club.
- Avoids conflict of interest, if present.
- Accepts assignments as requested by the Board Chair.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.

POSITION:	PRESIDENT
Reports to:	Board of Directors

OVERVIEW/SUMMARY:

The President is a member of the Executive Committee and the Board of Directors and is responsible for attending Board and Executive Committee meetings. The President is nominated from and elected by the Club membership.

SPECIFIC SKILL SETS:

- Acts as a positive representative for the GVOC
- Has a proactive personality
- Is computer literate

SPECIFIC RESPONSIBILITIES AS A BOARD MEMBER:

- Is responsible for creating and reviewing policies, fiscal guidance, and guidance of programs and operations.
- Is an active, informed voting member of the Board and keeps up-to-date on all matters concerning the Board including reading all minutes and reports presented to the Board.
- Is familiar with parliamentary procedures.
- Avoids conflict of interest, if present.

RESPONSIBILITIES AS PRESIDENT:

- Runs the operations of the Club consistent with the guidance provided by the Board.
- Has the sole authority to sign contracts on behalf of the Club.
- Chairs all Executive Committee meetings with an agenda prepared and published a week ahead of time.
- Serves as a voting member of the board, providing a narrative report of budgets, programs, staffing, etc.
- Assures that the Policies and Procedure Documentation Committee is notified of revisions made to documents that the Executive Committee oversees which are housed in the Policies and Procedures Manual.
- Actively promotes volunteering and mentoring
- Reviews minutes of the past Club meeting prior to submission for publication in the Club's newsletter.
- Writes an article for each edition of the newsletter and submits it to the editor(s).
- Oversees the staffing of chairs/co-chairs.
- Serves as an ex-officio on every committee, attending important ones and sharing an overview of Club activities with the committee.
- Books the meeting place for the Club for the year and signs the contract.
- Creates ad hoc committees as required.
- Handles correspondence directed to the Club.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all pertinent records and transfers same to incoming President.

COMMITTEE:	PUBLIC RELATIONS
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a chair, appointed by the GVQC President, and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Advocates, builds and maintains a positive relationship with the public.
- Informs the general public of GVQC activities and accomplishments.
- Drafts press releases and contacts people in the media who might print or broadcast GVQC material.
- Provides advice to the Executive Committee on strategy and policy as it relates to understanding the attitudes and concerns of members and various other groups.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

POSITION:	RECORDING SECRETARY
Reports to:	President

OVERVIEW/SUMMARY:

The Recording Secretary is a member of the Executive Committee and the Board of Directors and is responsible for attending Board, Executive Committee and Club meetings.

SPECIFIC SKILL SETS/REQUIREMENTS:

- Has been an active Club member for two full years
- Has attended monthly Club meetings on a regular basis
- Has served in a volunteer capacity within the Club.
- Has a proactive personality
- Has communication skills, especially listening and interpreting
- Acts as a positive representative for GVQC
- Is computer literate

OVERALL RESPONSIBILITIES OF THE RECORDING SECRETARY:

- Records minutes of Board, Executive and Club meetings.
- Submits minutes for review to the appropriate person in a timely manner.
- Keeps a permanent record and is custodian of all minutes of the Board, the Executive Committee, and Club meetings.
- Retains all pertinent records and transfers same to incoming Recording Secretary.
- Report volunteer hours to the Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.

SPECIFIC RESPONSIBILITIES AS A BOARD MEMBER:

- Is responsible for creating and reviewing policies, fiscal guidance, and guidance of programs and operations.
- Is an active, informed voting member of the Board and keeps up-to-date on all matters concerning the Board including reading all reports presented to the Board.
- Is familiar with parliamentary procedures

SPECIFIC RESPONSIBILITIES AS AN EXECUTIVE COMMITTEE MEMBER:

As a member of the Executive Committee:

- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

POSITION: TREASURER Reports to: President
--

OVERVIEW/SUMMARY:

The Treasurer is a member of the Executive Committee and the Board of Directors and is responsible for attending Board and Executive Committee meetings.

SPECIFIC SKILL SETS:

- Acts as a positive representative for the GVQC
- Has a proactive personality
- Understands basic accounting principles
- Is computer literate and able to interface with Quicken program
- Is detail oriented
-

OVERALL RESPONSIBILITIES OF TREASURER:

- Receives and disburses Club monies in a timely fashion, maintaining records of income and expense.
- Presents financial reports at Board, Executive and Club meetings
- Retains Club charge account
- Retains tax exempt papers
- Balances "checkbook" on a regular basis.
- Oversees the Club's insurance and policy coverage
- Oversees money market account, transferring funds between checking and money market accounts as needed.
- Oversees the Scholarship fund per the GVQC Scholarship Workflow.
- Submits year end financials to the Club's CPA so that the Exempt Organization returns can be prepared (State and Federal). Upon receipt of same from CPA, remits returns and payments to State and Federal entities.
- Maintains records of all Club contracts
- Reports volunteer hours to Volunteer Recording co-chair.
- Retains all pertinent records and transfers same to incoming Treasurer.

SPECIFIC RESPONSIBILITIES AS A BOARD MEMBER:

- Is responsible for creating and reviewing policies, fiscal guidance, and guidance of programs and operations.
- Is an active, informed voting member of the Board and keeps up-to-date on all matters concerning the Board including reading all minutes and reports presented to the Board.
- Is familiar with parliamentary procedures

SPECIFIC RESPONSIBILITIES AS AN EXECUTIVE COMMITTEE MEMBER:

- In concert with the President implements the budget process:
 - solicits budget data from committee chairs
 - develops the annual budget using data supplied by the committee chairs and/or past history as a base
 - presents the budget to the Executive Committee
 - submits the budget to the Board of Directors for approval

- notifies each committee chair of their approved budget for the coming year
 - provides the approved budget to the membership via an article in the September Patchword, and formally presents same at the September meeting.
- Prepares year end financials for submission to the Executive Committee and Board
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

POSITION:	VICE PRESIDENT
Reports to:	President

OVERVIEW/SUMMARY:

The Vice President is a member of the Executive Committee and the Board of Directors, and is responsible for attending Board and Executive Committee meetings.

SPECIFIC SKILL SETS:

- Acts as a positive representative for the GVQC
- Has a proactive personality
- Is computer literate

OVERALL RESPONSIBILITIES OF THE VICE PRESIDENT:

- Aids the President in her duties when called upon to do so.
- Performs duties of the President in her absence.
- Is responsible for acquiring donations of Meeting Day Raffle Quilts and raffling of same at monthly meetings)
- Retains all pertinent records and transfers same to incoming Vice President.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.

SPECIFIC RESPONSIBILITIES AS A BOARD MEMBER:

- Is responsible for creating and reviewing policies, fiscal guidance, and guidance of programs and operations.
- Is an active, informed voting member of the Board and keeps up-to-date on all matters concerning the Board including reading all minutes and reports presented to the Board.
- Is familiar with parliamentary procedures
- Serves as a voting member of the Board but not as an officer of the Board.

SPECIFIC RESPONSIBILITIES AS AN EXECUTIVE COMMITTEE MEMBER:

- Serves as liaison between the Executive Committee and the Education committees.
- Oversees the operations for the current year by working with the committee chairs.
- Submits the Club's meeting agendas to the Club's newsletter by the submission deadline for inclusion in the newsletter.
- Coordinates use of quilt racks and supplies with outside groups or people and maintain a record of contracts of transactions.
- Submits list of scheduled programs to the Membership Secretary no later than July 1st for inclusion in the Membership Directory.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

COMMITTEE:	BASTING
Reports to:	EXECUTIVE COMMITTEE

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair(s) deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- maintains a schedule of upcoming quilts to be basted
- stores and maintains basting supplies
- updates forms as basting needs change and grow
- maintains a list of participants and of those who may be interested in basting
- keeps an account of all monies spent
- submits bills/receipts to Club Treasurer, using the Request for Reimbursement form, in a timely fashion
- notifies the Set-Up/Take Down Committee Chair of needed floor space when there will be a basting
- retains all records pertinent to the committee and transfers same to incoming chair
- submits an annual budget to the Club President no later than June 1st.
- submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.
- In preparation for the Monthly Meeting
 - solicits from the owner a description of the quilt to be basted
 - provides a description of the quilts to be basted that month for the Patchword Committee
 - Sends a "preparation" sheet to the quilt owner
 - clarifies guidelines and preparations to anyone with a quilt to be basted prior to the meeting
 - sets up the basting area prior to the monthly meeting
- During Monthly Meeting
 - facilitates the basting process
 - reminds basting helpers to sign the "basting book" as a record of those who assisted during monthly meetings
 - seeks out members who are willing to thread basting needles in anticipation of the next scheduled basting of a quilt
 - reminds recipient to show their quilt at Show and Tell and thanks those who assisted in the basting
 - takes down basting frames and returns them to storage area before business meeting or after Club meeting

COMMITTEE:	BLOCK OF THE MONTH
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Schedules meetings, notifies members of same, and chairs meetings
- Maintains records of committee business and progress.
- Transfers all records to incoming chair.
- Block of the Month activity should be self-supporting, however, if Club funds are to be used, submits an annual budget to the President of the Club no later than June 1st
- Keeps an account of all monies spent
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.
- In Preparation for the Monthly Meeting the committee will:
 - choose a block
 - make a sample of the block
 - write directions for making the block
 - buy and cut fabric for packets
 - assemble packets – packet includes material for block and instructions
- During the month meeting the committee will
 - display block and sell packets
 - offer advise on piecing techniques used
 - collect previous month's blocks
 - conduct drawing

COMMITTEE:	BOOK ORDERS
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- keeps an account of all monies spent
- submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- retains all records pertinent to the committee and transfers same to incoming chair
- submits an annual budget to the Club President no later than June 1st.
- submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.
- In Preparation for the Monthly Meeting
 - obtains catalogue and list of books
 - obtains order forms
- During the Monthly Meeting
 - sets up and mans table for taking book orders
 - assists members in placing their orders
 - accepts payment from members for books ordered
 - records book orders on separate sheet
 - files order form in committee notebook
 - distributes previously ordered books to members
- After Monthly Meeting
 - Places book order, crediting against Club charge account
 - Forwards cash received to Club Treasurer

COMMITTEE: reports to:	COMFORT QUILTS Executive Committee
---	---

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- keeps an account of all monies spent
- submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- maintains all records pertinent to the committee and transfers same to incoming chair
- submits an annual budget to the Club President no later than June 1st.
- submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

In preparation for the Monthly Meeting

- prepares quilt kits
- packages batting
- updates spreadsheets

During the Monthly Meeting

- accepts completed quilts
- keeps track of outstanding kits
- announces totals and other information during general meeting report
- gives receipts for completed quilts to those requesting them
- shares completed quilts by showing them to the general membership

Distribution of Quilts

- asks membership for nominations (must include org name, contact person, phone number)
- determines that recipient organizations are not-for-profit entities, and assures that they wish to receive quilts
- makes an appointment to deliver quilts to selected organizations
- delivers quilts and includes a gifting transmittal letter from GVQC and requests a written acknowledgment from recipient
- keeps a record of which organizations have been nominated and who has received quilts.

COMMITTEE:	DELEGATES to QUILTER'S CONSORTIUM OF NYS
Reports to:	BOARD OF DIRECTORS

OVERVIEW/SUMMARY:

The Quilter's Consortium of New York State delegates are appointed by the GVQC Chair. In excess of 30 miles from home, delegates are eligible for mileage reimbursement per federal guidelines.

OVERALL RESPONSIBILITIES:

- Keeps an account of all monies spent and submits all requests for reimbursement to the Club Treasurer in a timely fashion.
- Annually submits a budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Reports volunteer hours to the Volunteer Recording co-chair.

SPECIFIC RESPONSIBILITIES:

- Attends quarterly QCNYS Business meetings
- Provides narrative report of GVQC programs and community service activities
- Provides annual update of Officers and Program Chairs to QCNYS Membership Chair
- Provides quarterly report of QCNYS activities to GVQC Board, Executive Committee and Membership (may be narrative or written)

COMMITTEE:	DONATIONS
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The Donations chair is appointed by the Club President and is responsible for receiving donations given to the Club by Club members. The committee shall consist of as many Club members as the chair deems appropriate.

OVERALL RESPONSIBILITIES:

- Solicits monetary donations from Club members. This may be through the general meetings, Patchword, or any other means deemed appropriate and proper.
- Announces the gift and donor, as well as the designated location for the funds, but does not make public the amount of the gift. Such acknowledgement can be done through the Club newsletter.
- Sends the donor a thank you letter and tax donation form.
- Remits funds received to the Club Treasurer with instructions as to disbursement to the general operating fund or to a designated section of the Club's budget.
- Keeps account of all monies spent.
- Submits bills to the Club Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

COMMITTEE:	EDUCATION
Reports to:	Vice President

OVERVIEW/SUMMARY:

This is an umbrella committee under which reside the functions of **Programs, In-House Skill Building, Scholarship, Fall Migration, and Spring Fling**. All subcommittee chairs are appointed by the Club President and report directly to the Vice President. Each subcommittee shall have as many members as the chair deems necessary. The chairs and all members of the subcommittees shall act as positive representatives for GVQC in their respective roles.

The functions of each of these subcommittees are as follows:

- **Programs** shall consist of a first-year chair, a second-year chair and as many Club members as the chairs deem necessary. Programs facilitate meeting day speakers or events and all-day workshops with regional and national teachers.
- **In-house Skill Building/Demonstrations** shall consist of a chair (or co-chairs, if desired) appointed by the President and as many Club members as the chair deems necessary. Skill building presents demonstrations by GVQC members of 20 minutes to 2 hours on the Club meeting day or at other times.
- **Scholarship** shall be formed with one or more people, appointed by the President. The Scholarship subcommittee reviews all applications for scholarship dollars to be awarded to Club members who wish to take classes/workshops offered by the Club.
- **Fall Migration** is a day long event for GVQC members and is coordinated as part of the year's programming. It is represented by the instructors of the event who work closely with Programs to promote and facilitate the event.
- **Spring Fling** is a two day long quilting event and is represented by the instructors of the event who work closely with Programs to promote and facilitate the event.

OVERALL RESPONSIBILITIES OF ALL CHAIRS:

- As deemed necessary, schedules meetings, notifies members of same, and chairs meetings.
- Serves as secretary of the subcommittee, maintaining records of subcommittee business and progress.
- Consults with Vice President regarding upcoming activities, and then coordinates with other Education subcommittees for continuity of all GVQC educational programs.
- Assures that all workshops/demonstrations/events are self supporting, i.e. all workshop-related expenses will be covered by workshop fees (i.e. workshop space rent, teacher workshop fee, accommodations for workshop dates).
- Provides program/demonstration/event listing to the Vice President by June 1st so that the programs can be listed in the Membership Directory.
- Keeps account of all monies spent.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits all bills to the Treasurer in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Annually submits a budget to the President by June 1st.
- Submits year end report to the President by June 1st.

SPECIFIC DUTIES OF INDIVIDUAL SUBCOMMITTEES OF EDUCATION

SPECIFIC DUTIES OF PROGRAM:

- Regularly updates the Vice President on current and evolving programs.
- Arranges housing, transportation (as per contract) and meals for the speaker. If desired by the speaker, meals may include a member-sponsored dinner with representatives from the Board, Executive and Program committees.
- Oversees the presentation of the programs at the general membership meetings.
- After signature approval of contracts by GVQC President, books future speakers and speaker-given workshops.
- Notifies the set-up and take-down person of the speaker's/program's needs.
- Delegates duties to vice chair and subcommittee members as appropriate.
- Oversees the running of speaker-given workshops. This includes:
 - In the Spring, markets for workshops to be held the following Fall. Marketing should include announcements at general membership meetings, in the Club's newsletter, and to the general public.
 - Locates and books space for the workshop.
 - Registers participants.
 - Provides materials lists.
 - Sets up and takes down classroom.
 - Assists the teacher during the workshop.
 - Continually markets workshops at meetings and in the Club's Newsletter.
 - Submits all bills, including teacher/instructor's, to the Club Treasurer in a timely fashion.
- Plans following year's program. This program does not include the standard Holiday Party held on the December meeting date, Demo Derby in January, and the Club's annual picnic which is held on the June meeting date (the holiday party and picnic are delegated to the Executive Committee).
- Books future speakers/speaker-given workshops for the Fall (September, October or November) and Spring (February, March, April and May) of subsequent years should an opportunity to do so present. In the Spring of this first year, starts marketing and registering for the workshops that will be held the following Fall (the beginning of her second term).
- Interfaces with Set Up/Take Down chair re: program/teacher needs.
- Retains all records pertinent to the subcommittee and transfers same to incoming chair.
- Submits proposed budget for the second year to the President no later than June 1st.
- Reports the coming year's program to the President no later than June 1st.
- Submits year end report to President no later than June 1st.

SPECIFIC DUTIES OF IN-HOUSE SKILL BUILDING/DEMONSTRATIONS

- Communicates with and updates the Vice President re: scheduled demonstrations, demo derby and evolving demonstrations.
- Sees to the presentation of demonstrations and workshops (hands on whenever possible) that are designed to help members improve their quilting skills and/or develop new ones
- Organizes Demo Derby.
- Interfaces with Set Up/Take Down chair re: program needs.

Guidelines for Demonstrations

- Brief demonstrations not requiring extensive preparation (i.e. tying a quilt, mitering borders, a great new technique, etc.) may be provided on a voluntary basis by GVQC members for the members during the course of regularly scheduled monthly meetings.
- Brief demonstrations, lasting approximately one hour, may be held at our regular meeting place and take place directly after our regular monthly meetings.
- If a demonstration is held in a location other than our meeting place, it is to be no more than a two-hour demonstration hands-on event. Such demonstrations are to be coordinated with Programs so as not to conflict with scheduled programs and shall be self funding.
- Topics for demonstrations should reflect members' interests and suggestions.
- All demonstrations should be put on by GVQC members.
- Sets-up and takes-down area for demonstrations, provides supporting materials for demonstrations.
- Collects funds for off-site demonstrations are to be collected and remitted to the Treasurer in a timely fashion.
- Submits all requests for reimbursement to the Club Treasurer in a timely fashion.
- Retains all records pertinent to the subcommittee and transfers same to incoming chair
- Submits proposed budget for the coming year to the President no later than June 1st.
- Submits year end report to President no later than June 1st.

SPECIFIC DUTIES OF SCHOLARSHIP

- Regularly updates the Vice President on the status of scholarship applications
- Promotes use of scholarship dollars through the educational opportunities offered in Fall Migration, Spring Fling and Programs.
- Tracks the use of the funds, and uses it with discretion with guidance from other members of the Program subcommittees.
- Publicizes the availability of scholarship dollars to Club members through the Club's newsletter and/or other means.
- Updates and distributes scholarship application forms and has application forms available at the Program workshop sign-in table.
- Submits copies of approved scholarship application to Club Treasurer and the Program chair.
- Assures that the required co-pay is paid by each applicant.
- Submits all income and expense vouchers to the Club Treasurer in a timely fashion.
- Retains all records pertinent to the subcommittee and transfers same to incoming chair.
- Submits proposed budget for coming year to the President no later than June 1st.
- Submits year end report to President no later than June 1st.

SPECIFIC DUTIES OF SPRING FLING

- Organizes a two day-long quilting event for club members at which the members can socialize and work on any project they bring with them that the member deems interesting. This is an annual event which should be scheduled in March.
- The subcommittee shall:
 - suggest no concepts for the two day-long quilting event, but uses this as a "retreat".
 - arrange for a teacher(s) who is called a "quilt diva" and has expertise in many techniques and can problem solve. Diva is also a teacher, but will not prepare a project or technique for this "workshop".
 - locate and book a place for the event.

- arrange for catered lunch.
- advertise the event in the Club's newsletter beginning at least six months prior to the event.
- begin signing-up members when the new roster is made available for year through the Program committee.
- arrange for door prizes if wanted.
- price the event to cover all costs including room rental, meals, administrative costs, door prizes, and diva's fee so that the Club gleans a small profit.
- set up room and take down room.
- submit all income and requests for reimbursement to the Club Treasurer in a timely fashion.
- retain all records pertinent to the subcommittee and transfers same to incoming chair.]
- submit proposed budget for the coming year to the President no later than June 1st.
- submit year end report to President no later than June 1st.

SPECIFIC DUTIES OF FALL MIGRATION

- This event can be held on multiple dates, as the registration warrants.
- The subcommittee shall:
 - suggest a project for the day-long quilting event.
 - determine schedule, host quilt teacher, arrange for lunch, and location.
 - arrange for a teacher or teachers, usually the persons leading are the subcommittee itself.
 - locate and book a place for the event, coordinate with Treasurer for payment.
 - advertise event in the Club's newsletter beginning at least six months prior to the event
 - begin signing up members at the workshop sign-up table at the monthly meeting as soon as the new yearly roster is available.
 - arrange for door prizes if wanted.
 - price the event to cover all costs including room rental, meals, administrative costs, door prizes, instructor's fees so that the Club gleans a small profit.
 - set up room and take down room.
 - submit all income and requests for reimbursement to the Club Treasurer in a timely fashion.
 - retain all records pertinent to the subcommittee and transfers same to incoming chair.
 - submit proposed budget for the coming year to the President no later than June 1st.
 - submit year end report to President no later than June 1st.

COMMITTEE:	FAT QTR DRAWING
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Keeps an account of all monies spent
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- Retains all records pertinent to the committee and transfer same to incoming chair
- Retains all records pertinent to the committee and transfers same to incoming chair
- If Club funds are required, submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

In Preparation for the Monthly Meeting

- gathers supplies to use when conducting fat-quarter drawing
- chooses theme for next month's drawing

During the Monthly Meeting

- sets up fat-quarter drawing table complete with container to hold fat quarters, slips of paper upon which participants can enter their names in the drawing, receptacle to hold entries
- conducts the drawing
- distributes quarters to winners
- announces fabric theme for next month and immediately submits this information to Patchword

COMMITTEE:	GREETERS
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a chair appointed by the GVQC President and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Assures that Club members are greeted as they arrive for each meeting.
- Recruits committee members to aid in greeting Club members
- Reminds volunteers to report their hours to the Volunteer Recording co-chair
- Assures that there are enough "banners" for each greeter to wear when welcoming members to the meeting.
- Keeps an account of all monies spent.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Greet GVQC members as they arrive at each meeting
- Report volunteer hours to Volunteer Recording co-chair

COMMITTEE: Reports to:	HISTORIAN BOARD OF DIRECTORS
---	---

OVERVIEW/SUMMARY:

The function of the Historian Committee is to care for all historical items and documents pertaining to the Genesee Valley Quilt Club. The committee shall consist of one or more Historians appointed by the Board Chair.

OVERALL RESPONSIBILITIES:

- Is familiar with the historical documents and files of the Genesee Valley Quilt Club for the twofold purpose of:
 - Imparting this information to the members of the Club.
 - Keeping track of all information for organizational needs and research
- Responsible for organizing, inventory and storage of GVQC historical items and documents. This includes such things as ephemera (newspaper clippings, scrapbooks), photographs, and items from quilting events related to the club history.
- Addresses preservation and archival needs to maintain the materials and preserve them for the future. This includes archival storage needs and digitizing on computer.
- Keeps records of current events and happenings in the Club for perpetuation of the Club's history.
- Organizes informational booths and displays as needed (i.e. quilt shows, Club meetings, etc.).
- Submits proposed annual budget to the President no later than June 1st.
- Submits year end report to the President no later than June 1st.
- Keeps an account of all monies spent and submits bills, using the Request for Reimbursement form, to the Treasurer in a timely fashion.
- Reports volunteer hours to the Volunteer Recording co-chair.

COMMITTEE:	KITCHEN
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Keeps an account of all monies spent
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- Retains all records pertinent to the committee and transfers same to incoming chair
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

In preparation for the Monthly Meeting

- have people sign up to bring cookies
- call people before the meeting to remind them to bring the promised cookies
- keep an inventory of supplies and make sure there are adequate supplies on hand

During the Monthly Meeting

- place cookies on plates and place on tables
- keep tables neat and clean during the day
- clear cookie tables after the meeting
- put supplies away

RE: Coffee and Tea

Coffee, regular and decaf, are prepared by the men at the Temple. Each pot holds 100 cups. They use the coffee from our supplies. They also prepare a pot of hot water for tea.

COMMITTEE:	LIBRARY
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF COMMITTEE CHAIR:

- maintains the library collection
- keeps an account of all monies spent
- writes monthly newsletter article, when required
- purchases memorial books and publishes notice of their acquisition in the Club's newsletter
- orders new books
- orders supplies
- submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- retains all records pertinent to the committee and transfers same to incoming chair
- submits an annual budget to the Club President no later than June 1st
- submits year end report to the Executive Committee no later than June 1st

OVERALL DUTIES OF COMMITTEE:

- Maintains inventory lists (title, author and subject categories)
- Writes thank-you notes for donated books
- Conducts annual inventory
- Cares for and repairs books when necessary
- Tracks overdue books and contacts members who have not returned the books
- In preparation for the monthly meeting
 - sets books out
 - sets up library table
- During the monthly meeting
 - accepts and files returned books
 - checks books out
 - prepares new books for circulation
- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair

COMMITTEE:	NEW MEMBERS
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a chair, appointed by the GVQC President, and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Prepare packets of information to be given to new members
- Hosts 2-3 new member teas each year. These could take place immediately following the general membership meeting.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

COMMITTEE:	SALE TABLE
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF COMMITTEE CHAIR:

- Keeps an account of all monies spent
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Retains all records pertinent to the committee and transfers same to incoming chair
- If Club funds are required, submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Chair
- Keeps schedule of available months for Membership sales
- Schedules no more than two membership sales tables per meeting
- Contacts seller determining what will be sold, and writes and submits article to Patchword Editor prior to sale
- Contacts the Set-Up/Take Down Chair regarding number of tables needed

GUIDELINES FOR MEMBERS USE OF SALE TABLES:

- Sale tables are for "members only" sales.
- There are to be no storefronts or outside fund raising events such as Girl Scout cookies.

COMMITTEE:	SET UP/TAKE DOWN
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a chair, appointed by the GVQC President, and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Sends in room request to Temple two weeks before meeting
- Interfaces with Program committee for teacher needs
- Interfaces with Basting Committee, Sale Table, etc. re: their requirements for each meeting
- Interfaces with Temple custodians to assure that tables and chairs are set up for each Club meeting. On meeting day, discusses any changes with custodians.
- Assures that agenda is posted on easel
- Puts out table letters, tablecloths, signs, etc. for each meeting
- Assures that room is clean at the end of each meeting
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

COMMITTEE: Reports to:	SHOW AND TELL EXECUTIVE COMMITTEE
---	--

OVERVIEW/SUMMARY:

The committee shall consist of a Chair and Co-chair appointed by the President and as many Club members as the Chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Keeps an account of all monies spent.
- Submits bills to the Club Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Writes article for Club's newsletter.
- Retains all records pertinent to the committee and transfers same to incoming chair
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

In Preparation for the monthly meeting:

- Prepares a sign-up sheet.
- Designs numbers and name tags for quilts to be displayed

During the Monthly Meeting:

- Leaves sign up sheet at front table
- Mans table for collecting show-and-tell quilts
- Obtains and instructs volunteer helpers from members on hand
- Drapes dividers with sheets
- Opens and closes the show-and-tell portion of the meeting and introduces the comfort quilt section of the meeting
- Holds up quilts and then gives to quilter for display.

At the close of the Monthly Meeting

- Returns quilts to owners
- Folds sheets and puts them away
- Collects sign up sheet from front table

Policy

SPECIAL INTEREST GROUP AFFILIATIONS WITH GVQC

The Genesee Valley Quilt Club encourages the formation of "special interest" groups to foster closer ties among GVQC members with special interests in quilt and fiber-related arts. To that end the group

- must be open to any GVQC member in good standing;
- may not prohibit any member from participating in any of the group's activities;
- may meet after any regular GVQC meeting in the GVQC meeting space (providing our room reservation allows for the extended time);
- may not have its own budget, or contract with speakers/teachers on its own;
- may use the GVQC Yahoo website to post notices and share information;
- will supply contact information to be included in the GVQC organization chart whenever it is updated.

New groups wanting to take advantage of the above opportunities, or current groups wishing to terminate their status, should contact the Club President.

Approved by Board of Directors 11/11/10

Policy

SPECIAL INTEREST GROUP AFFILIATIONS WITH GVQC

The Genesee Valley Quilt Club encourages the formation of "special interest" groups to foster closer ties among GVQC members with special interests in quilt and fiber-related arts. To that end the group

- must be open to any GVQC member in good standing;
- may not prohibit any member from participating in any of the group's activities;
- may meet after any regular GVQC meeting in the GVQC meeting space (providing our room reservation allows for the extended time);
- may not have its own budget, or contract with speakers/teachers on its own;
- may use the GVQC Yahoo website to post notices and share information;
- will supply contact information to be included in the GVQC organization chart whenever it is updated.

New groups wanting to take advantage of the above opportunities, or current groups wishing to terminate their status, should contact the Club President.

Approved by Board of Directors 11/11/10

COMMITTEE:	SUNSHINE
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a chair, appointed by the GVQC President, and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Assures that Club members receiving appropriate greeting card for significant events such as death of family member, illness, etc.
- Keeps an account of all monies spent.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

COMMITTEE:	VOLUNTEERS COMMITTEE
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of two co-chairs, one for recruiting volunteers and one for recording volunteer hours, appointed by the GVQC President and as many Club members as the each co-chair deems necessary.

OVERALL RESPONSIBILITIES OF CO-CHAIRS:

- Assures that some type of volunteer recognition occurs each year.
- Keeps an account of all monies spent.
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

SPECIFIC DUTIES OF VOLUNTEER RECRUITING CO-CHAIR:

- Encourage members to be active participants, stressing that each has something to offer GVQC.
- Provide volunteer opportunities that fit the abilities of the member.
- Be specific about what is involved in the volunteer job.
- Remind volunteers to report their hours to the volunteer reporting/coordination co-chair.
- Coordinate volunteer opportunities within GVQC by aiding committee chairs in obtaining and utilizing volunteers.
- Interface with the Membership Chair re: skills and volunteer type information contained within the membership application forms

SPECIFIC DUTIES OF VOLUNTEER RECORDING CO-CHAIR:

- Tracks and records all volunteer hours within GVQC.

COMMITTEE:	RAFFLE QUILT
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

- The Board of Directors shall approve the design of the raffle quilt and determine distribution of the proceeds from the sale of raffle tickets.
- Drawings for the raffle quilts are to coincide with the GVQC quilt shows.
- Each GVQC member is expected to sell at least 10 raffle tickets.
- The Raffle Quilt chairs are appointed by the Club President and are responsible for the design, construction and distribution/selling of raffle tickets for the Club's raffle quilts. The raffle quilt subcommittees shall consist of as many Club members as the chairs deems appropriate.

RAFFLE QUILT DESIGN CHAIR REPONSIBILITIES:

- Reviews and complies with New York State rules governing raffles.
- Submits the proposed raffle quilt design to the Board for approval no less than 18 months prior to the quilt show
 - It is preferred that the quilt by an original design
 - If a pattern is used as inspiration, written permission for its use must be obtained from pattern creator.
- Immediately following Board approval of the design, submits budget for creation of quilt to the Executive Committee.
- Assembles kits for club members to help sew, distributes same and assures that all are returned no less than 12 months prior to the quilt show.
- Assures that quilting (hand or machine) is completed no less than 9 months prior to quilt show.
- Arranges for a professional photo of the raffle quilt for publicity purposes.
- Assures that quilt is appraised by a certified appraiser as soon as it is completed, and sends a copy of the appraisal to the Club Treasurer so the quilt it can be added to the club's insurance policy.

RAFFLE TICKET CHAIR RESPONSIBILITIES:

- Reviews and complies with New York State rules governing raffles.
- Orders printing of raffle tickets and keeps track of sales.
- Determines prices of tickets and sets bulk volume discount (i.e. 6 for \$5).
- Assures that ticket sales begin no sooner than 180 days prior to the actual raffle date.
- Investigates and determines where raffle tickets will be sold.
- Solicits Club volunteers to sit with the quilt and sell tickets at these venues.
- Submits raffle ticket income to the Club Treasurer, using the appropriate income form to the record the dollars earned.

SHARED RESPONSIBILITIES:

- Keeps track of and verifies expenditures relating to the areas of responsibility.
- Submits bills to the Club Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Assures that the tax exempt form is used for all purchases
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Reports volunteer hours to the Volunteer Recording co-chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

COMMITTEE:	E-LIST
Reports to:	EXECUTIVE COMMITTEE

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the chair(s) deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- As required, schedules meetings, notifies members of same and chairs meetings.
- Serves as secretary of the committee, maintaining records of committee business and progress.
- Keeps an account of all monies spent and submits all requests for reimbursement to the Club Treasurer in a timely fashion.
- Annually submits a budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.
- Retains all records pertinent to the committee and transfers same to incoming chair.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.
- **For the Chat list:**
 - Works with the Membership Secretary to identify new members who need to be invited to the List.
 - Works with the Membership Secretary to identify non-renewing members who need to be removed from the lists.
 - Notifies the Membership Secretary of any "bad" e-mail addresses.
 - Verifies membership of applicant when someone asks to join the group.
 - Moderates list.
 - Assures that the chat list is open for all topics except religion and politics.
- **For the Special Notice List**
 - Works with the Membership Secretary to identify new members who need to be added to the List.
 - Works with the Membership Secretary to identify non-renewing members who need to be removed from the list.
 - Notifies the Membership Secretary of any "bad" e-mail addresses.
 - Moderates List.

NOTE: The Special Notice list is READ ONLY and is limited to matters such as milestone birthdays, deaths, awards. GVQC quilt show, GVQC Meetings and GVQC Programs.

COMMITTEE:
Reports to:

WEBSITE
EXECUTIVE COMMITTEE

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the chair(s) deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- As required, schedules meetings, notifies members of same and chairs meetings.
- Serves as secretary of the committee, maintaining records of committee business and progress.
- Keeps Club website up-to-date
- Keeps Domain name registered and current
- Keeps an account of all monies spent and submits all requests for reimbursement to the Club Treasurer in a timely fashion.
- Annually submits a budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.
- Retains all records pertinent to the committee and transfers same to incoming chair.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Recording co-chair.

COMMITTEE:	GARDEN TOUR
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a chair, appointed by the GVQC President, and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF CHAIR:

- Selects locations for yearly garden tour
- Prints tickets/maps for the event
- Publicizes and sells tickets
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion.
- Retains all records pertinent to the committee and transfers same to incoming chair.
- Reports volunteer hours to Volunteer Recording co-chair.
- Submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Club President no later than June 1st.

OVERALL DUTIES OF COMMITTEE:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer coordinator.

COMMITTEE:	HOLIDAY PARTY
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF COMMITTEE CHAIR(S):

- Plans, organizes the December Holiday Party. This includes, but is not limited to,
 - Reminding membership of the Temple's policy on food
 - Deciding if there will be a centerpiece contest and, if so, who the judges will be. The committee may choose some other activity instead.
 - Sending information on the party to the Vice President for inclusion in the agenda for the Patchword.
- Recruits volunteers to ensure that the party runs efficiently, including but not limited to,
 - delivery of food
 - clean up after the party
 - managing the flow of people at the buffet.
- Contacts the Set Up/Take Down chair regarding number of tables needed for the buffet and their placement.
- Keeps an account of all monies spent
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- Submits written report, as well as all records pertinent to the committee, to the Club President no later than January 31st.

OVERALL DUTIES:

- Each committee member is responsible for reporting their volunteer hours to the Volunteer Chair

COMMITTEE:	SILENT AUCTION
Reports to:	Executive Committee

OVERVIEW/SUMMARY:

The committee shall consist of a Chair or Co-chairs appointed by the GVQC President and as many Club members as the chair deems necessary.

OVERALL RESPONSIBILITIES OF COMMITTEE CHAIR:

- Plans, organizes and runs the Silent Auction at the December Club meeting
- Recruits sufficient volunteers to ensure the Silent Auction runs efficiently
- Publicizes the Silent Auction starting at the September meeting
- Reports the fund raising results of the Silent Auction at the December and January meetings.
- Contacts the Set Up/Take Down chair regarding number of tables needed and their placement.
- Keeps an account of all monies spent
- Submits bills to Treasurer, using the Request for Reimbursement form, in a timely fashion
- Retains all records pertinent to the committee and transfers same to incoming chair
- If Club funds are required, submits an annual budget to the Club President no later than June 1st.
- Submits year end report to the Executive Committee no later than June 1st.

OVERALL DUTIES:

- Each committee member is responsible for assisting in the planning, organizing and running of the Silent Auction.
- Each committee member is responsible for reporting their volunteer hours to the Volunteer Chair.

COMMITTEE:	PATCHWORD (Club Newsletter)
reports to:	Executive Committee

OVERVIEW/SUMMARY:

This is an umbrella committee under which resides the functions of the newsletter's Editor, Publisher, and Advertising Manager, all appointed by the President. Each of the three functions (Editor, Publisher and Advertising Manager) shall consist of a Chair and as many Club members as deemed necessary by the individual Chair.

OVERALL REQUIREMENTS/RESPONSIBILITIES OF CHAIRS:

- coordinates activities with one another so they know what's happening in each area
- must be computer literate
- keeps an account of all monies spent
- submits bills/receipts to the Treasurer, using the Income/Request for Reimbursement form, in a timely fashion
- maintains all records pertinent to the committee and transfers same to incoming chair
- reports volunteer hours to Volunteer Recording co-chair
- maintains all records pertinent to the committee and transfers same to incoming chair
- submits an annual budget to the President no later than June 1st
- submits year end report to the President no later than June 1st

DUTIES OF EDITOR:

- when required, attends GVQC Executive Committee meetings
- e-mails reminders to chairpersons about submission-to-newsletter deadlines
- collects reports/articles from all committee chairpersons and officers
- formats all reports/articles into word document and makes necessary changes
- proofs articles
- e-mails reports/articles to newsletter publisher
- may also collect articles during the monthly general meetings for inclusion in next month's newsletter

DUTIES OF PUBLISHER:

- must be familiar with, or willing to learn, a publishing program
- receives articles from the editor
- receives membership update from the Membership Secretary
- receives copy from advertisers
- receives updated list of advertisement schedule from the Advertising Manager
- maintains records of incoming and published ads
- inputs articles into the newsletter
- sees to the layout of newsletter
- for each edition, provides master newsletter and the current mailing list to the printer
- picks up extra copies (usually 10) from the printer and takes to monthly meeting for any new members
- each month creates pdf file of the newsletter and uploads to the Yahoo Group site.
- upon request and at the discretion of the Publisher, provides basic design services to advertisers who do not have camera ready art for advertisements
- maintains monthly expense budget for newsletter for reconciliation with the Club Treasurer
- assures that the Club Treasurer receives the monthly bill from the printer

DUTIES OF ADVERTISING MANAGER:

- Solicits advertisers no later than early July so that the list of advertisers can go to the Patchword publisher no later than August 15th. Information about the Club and incentives should be part of this package.
- Makes initial calls to potential advertisers.
- Notifies the Publisher of ads to be included in the newsletter, complete with size of copy expected.
- Supplies the publisher with a spreadsheet of all ads for the year with updates as any new advertisers are acquired.
- Does billing with a computerized accounting system to provide consistent and professional looking invoices.
- Deposits monies received with Club's Treasurer
- No later than June 30th of each year, submits spreadsheet to Club Treasurer. Such spreadsheet should include list of advertisers, income, and expense for the period 7/1 through 6/30. All columns are to be totaled.