

Herring Run Quilters' Guild – Coordinator

Job Description:

- Preside over the monthly guild meetings and bi-monthly Board meetings.
- Determines the order of business at the start of each meeting. Generally, you start by welcoming the group and mentioning who the day's guest speaker will be and the workshop, if any. Call for the Secretary's and Treasurer's reports, then call on the other committees for their reports. Bring up any new business and/or report on any unfinished old business. Call for the Show & Tell segment, and when that is over, announce the break and when the break will be over.
- Select and purchase the parting gifts for the different committee chairpersons.
- Appoint an auditor for the annual audit, to be decided at the May meeting.

Herring Run Quilters' Guild – Vice Coordinator

Job Description:

- Presides over the monthly guild meetings and bi-monthly Board meetings in the absence of, or as designated by, the Second Year Coordinator.
- Send cards or flowers, when appropriate, to Guild members who are sick or have suffered a loss (The "Sunshine" committee). A gift of flowers or similar, generally in the \$25 range, is appropriate.
- Attend Program Committee meetings and be informed about the activities of the other committees.
- Choose a Nominating Committee to suggest members for Board members for the next year. These are the people you will be working with when you take over the Second Year Coordinator's position, so pick people you think you can work well with. You should start thinking about this around January/February, since the committee has to be announced at the March meeting.
- Select and purchase the parting gift for the Coordinator, to be presented at the June meeting. This should also be in the \$25 range.
- Appoint an auditor for the annual audit, to be decided at the May meeting.

Herring Run Quilters' Guild – Treasurer

Job Description:

- Prepare monthly report based upon income and expenses of the Guild. A written report is prepared outlining the following information: beginning balance, income received, expenses and ending balance. The previous month's report is read at the current Guild meeting. Reports are published in the newsletter, with the year-end report published in the Fall/Autumn newsletter.
- Deposit money received and balance/reconcile checking account to monthly statements received from the bank.
- Keep expense reports with receipt submitted, listing the committee, reason for the expenditure, and recipient payment.
- Use cash receipts for cash received or spent, listing the committee, reason for the expenditure, and recipient of payment.
- Create fiscal year budget with information supplied by the Coordinators.
- Maintain spreadsheet of guild income and expenditures as set up by line items enumerated in budget.
- Submit a mid-year expense report in December and a fiscal year-end report in June. Once all information for year-end is processed, forward all receipts, bank statements, and monthly reports to the auditor who is appointed by the coordinators for annual audit. This is usually turned over at the May meeting.
- Make sure that signature cards are on file at the bank for current authorized signatures (Coordinators and Treasurer). New cards need to be signed each May or if there is a change in one of the three.

Herring Run Quilters' Guild – Secretary

Job Description:

- Take detailed minutes at each monthly guild and all Board meetings. Previous month's minutes are read at the current Guild business meeting. Get the names of raffle winners, speakers and special guests, make note of the results of any votes, etc.
- Summaries of monthly and Board meetings are submitted to the quarterly newsletter. (If you have email, please use this so that the newsletter people don't have to retype it all.)
- Maintain a file/scrapbook of all information shared with the Guild: quarterly newsletter, any handouts or other miscellaneous information, the originals of any forms that need to be copied, such as expense and reimbursement forms.

Herring Run Quilters' Guild – Library

Job Description:

- Check books in and out at monthly meetings.
- Notify members who have outstanding materials.
- Work within the allotted budget to build the collection. Additional money may be raised through donations, “yard sale” and other fund raisers.
- Turn in to the Treasurer any funds collected through the sale of donated magazines, etc. along with a filled out “Income Received” form.
- Process new materials. Put a HRQG label on the spine and title page of each book, put pocket inside the front cover, make a borrower’s card, and add the date to the library list.
- Keep membership apprised of new materials at the meetings and through the newsletter.
- Weed collection of unused items.

This library is a valuable Guild resource because so many public libraries do not have the finances to keep up-to-date on this specific topic. The library is currently kept in the small office to the right of the stage. Supplies are kept by the librarian and brought to the meetings.

Herring Run Quilters' Guild – Charity

Job Description:

- The Chairperson oversees all efforts in preparation and organization of the February workshop, held for the purpose of making small quilts or quilted items to donate.
- Select a pattern that works up quickly. Tops are completed at this workshop, but the quilts are usually finished at home and brought to the March meeting.
- Purchase all necessary supplies (batting, thread, etc.). Donations of fabric and batting are always welcome.
- The Chairperson entertains ideas for ways that the Guild can contribute to other charitable efforts in the community (South Shore area, state, national, or international.)

Herring Run Quilters' Guild – Membership

Job Description:

- Collect all dues and turn over to Treasurer. Current membership renewal is June through September; new members may join in October.
- Collect badge fines at meetings (\$1 as of 2004).
- Maintain a monthly attendance log.
- Maintain an updated list of membership, which includes name, address, phone numbers (home & business) and email addresses. List to be provided to membership; Secretary should keep an additional copy for records.
- Keep index cards/applications.
- Hand out membership cards to members in good standing.
- Make sure that all new members receive a badge pattern with directions and a HRQG informational page.
- Maintain an emergency call list.
- Have guests and instructors/presenters sign a guest book. Have members introduce personal guests during the meeting.

Herring Run Quilters' Guild – Block of the Month

Job Description:

Whatever is done for the Block of the Month is the choice of the committee and can be anything that the committee feels would be of interest to the membership.

- Choose a project.
- Make copies of the instructions to be handed out at the meeting. Ensure that both the Secretary and Library get copies for their records.
- Make a sample finished block or project for display at the meeting.

Herring Run Quilters' Guild – Hospitality

Job Description:

The Hospitality Committee is responsible for refreshments at break time during the meetings and at various functions held by the Guild, such as the holiday party and the end of the year buffet. The membership is encouraged to provide baked goods, finger foods, fruit, etc. either by sign-up sheets, open donations, telephone solicitations, or any method chosen. The Committee has generally provided beverages.

Hospitality supplies are kept in large plastic containers marked "Herring Run Quilters' Guild" which are stored in the big closet on the upper level. It is a good idea at each meeting to assess these supplies and obtain needed items for the next meeting. Receipts must be saved to be turned over to the Treasurer for reimbursement.

Prior to the Meeting:

- Purchase needed supplies – get one half-gallon of milk, soda and/or juice.

Day of the meeting:

- Remember to bring purchased items from home.
- Start coffee, heat water for tea.
- Refrigerate milk, juice, soda
- Set up tables with paper goods, sugar, teabags, etc.
- Put out trash containers in strategic areas.
- Plate, arrange, and/or slice food items as they arrive and display on tables. Cover or refrigerate as needed. Table decorations can be a nice touch – flowers, centerpieces, etc.

Approximately 5-10 minutes before break is called:

- Put out milk, juice, soda, and any refrigerated food.
- Pour coffee into carafes; pour boiling water into one of the carafes for tea.
- During break, refill as needed.

Clean up:

- Empty and wash coffee urn; wash, dry and put back carafes.
- Wash, dry, and return any items belonging to the church kitchen to their proper locations.
- Repack supply containers. Assess supply needs for next meeting.
- Wipe down all surfaces, tables, and counter tops; clean sink.
- Put trash in proper receptacles. It is important to leave the kitchen clean and in good order.

Any remaining perishables can be left in the refrigerator for the use of the church unless some other arrangements have been made. Members may take home remaining baked goods at the end of the meeting. If there is a workshop, leftovers can be used then. However, food should not be left out unattended with no destination. Be hospitable! Welcome new members; introduce yourself and the other committee members.

Herring Run Quilters' Guild – Programs

Job Description:

- Select and/or present the programs for the meetings. January is usually in-house workshops and February is our annual charity workshop so that we don't have to worry about canceling a paid speaker due to weather conditions.
- The December gift exchange and the Summer Challenge (non-show years) can be run under the direction of this committee.
- Coordinate the committee and the monthly programs.
- Contact the presenter in writing to confirm the date, time, location and fees. A map should be included with this letter. If overnight lodging is required, arrangements are made (possibly with a guild member).
- A sign-up sheet should be available at least one meeting prior to the activity, with necessary supply list or other materials available.
- Participant fees are collected **in advance**, preferably at sign-up time.
- Ensure that a check (or checks) for fee payment has been left by the Treasurer for the presenter. A financial statement, a Program Expense form, must be completed and turned in to the Treasurer for each program.
- An article for each newsletter should include as much information about each program as possible so that members are well informed and can plan accordingly.
- Chairpersons can delegate any of the duties above to a member of the committee. However, it is the Chairperson's ultimate responsibility to ensure that all duties have been fulfilled. The position is for two years and should be jointly held, with one experienced person staying on to assist the newcomer as the previous one "retires".

Herring Run Quilters' Guild – Monthly Raffle

Job Description:

- Select item(s) to be raffled off at the end of the meeting. Item(s) may be chosen to compliment the guest speaker or workshop topic. Raffle chances are usually \$2.00 but can be more for a special occasion or item.
- Describe the raffle, display the item(s), and remind the members of the ticket cost during the meeting.
- Select someone to draw the ticket.

- Submit money and receipts to the Treasurer after the ticket has been drawn, along with the filled out forms.
- The budget is generally around \$25, but can often get a big ticket item for meetings where there is usually a high attendance, such as the September and December meetings.
- It has been generally successful to make up a package consisting of a container, a snack, a notion or two, some fabric, and a pattern or book. The Christmas Tree Shop is a good source of inexpensive containers. Sign up everyone in your family to get the Jo-Ann's flyers for the discount coupons.

Herring Run Quilters' Guild – Newsletter

Job Description:

- Compile and write quilt-related articles, notices, reviews, etc. for use in four quarterly newsletters published in August, November, February and May. These should arrive to membership at least ten days prior to meeting.
- Notify committee chairpersons and members of newsletter deadlines so that reports and articles can be submitted on time.
- Review all submissions for content and spelling. Decide which articles will be included in newsletter; lay out issue.
- Submit copy of newsletter to Website Coordinator for inclusion on the webpage.
- Take final copy to printer. Order enough copies for members without email, plus a couple of extras (make sure Secretary gets a copy for Guild records). Have printed on color appropriate paper (issue that contains the show entry forms must be pale enough to allow photocopying), double-sided, collated, and stapled. Purchase stamps to mail newsletter to those that don't have email. Keep all receipts for reimbursement.
- Mailing labels can either be printed from a list maintained by the newsletter staff or the Membership committee.
- To save on mailing costs, email a copy of the newsletter to members that have email.

Herring Run Quilters' Guild – Website Coordinator

Job Description:

- The website coordinator is responsible for maintain the guild's website. The website host is currently Yahoo. The coordinator is responsible for ensuring that the annual site fee is paid.

- The newsletter, Treasurer's report and meeting minutes are posted on the website in a timely manner.
- Information forwarded to the website coordinator is posted to the website. Information to be added to the site can be forwarded from guild members and can include:
 - Upcoming meeting schedule and information
 - Workshop information – include materials list and website links
 - Quilting tips
 - Quilting stories and anecdotes
 - Links to quilting related websites
 - Meeting cancellation notice. If the meeting is canceled due to inclement weather or other emergency, the First Coordinator should contact the website coordinator as quickly as possible. The site should be updated immediately so guild members who check the site can receive updated information.
 - Pictures from show & tell

Herring Run Quilters' Guild – Historian

Job Description:

- Historian records archival information about the guild's meetings and its members.
- The Historian asks guild members about their quilting activities in and outside of this guild.
- The Historian keeps a record of this information in a notebook.
- The Historian can choose how to record and display this information to the guild.
- The Historian also saves a paper copy of each newsletter for the guild's archives.
- The Historian's records are for fun to look back at the past and to record the future of our guild's history.