

COMMITTEE CHAIR RESPONSIBILITIES

The Block of the Month Chair is responsible for selecting a new pattern each month. She shows a sample of the block to members and provides patterns if appropriate.

Comfort Quilt Chair: At each meeting, comfort quilts (formerly called service quilts) are collected and distributed to chairpersons who deliver them to their assigned facility. One chair (the registrar) is responsible for making labels for the quilts which are attached to the back of each service quilt. There are individual co-chairs for each location receiving the quilts.

The Donation Quilt Chair and her committee are in charge of selecting the design to be used for the yearly donation quilt. They are responsible for selecting and purchasing all the materials needed for this quilt and deciding how the quilt will be put together and how it is to be finished. The committee is reimbursed for expenses.

The Donation Quilt Ticket & Sales Chair is responsible for having tickets printed and seeing that each member gets tickets to sell. She also works with the Vice President in charge of fund raising to coordinate selling of tickets to the public at different events in the area. She provides a monthly report of ticket sales and sets up the drawing at the November meeting.

Greeters welcome guests as they enter the meetings. They see that guests are seated at a table with guild members. She introduces them to the members at the table, and makes sure they are comfortable. Greeters are usually the members who have volunteered to provide the monthly treats.

The Historian keeps track of all newspaper articles, special events, and other related material of the guild for a permanent record. Records of costs spent for maintaining materials should be kept and given to the treasurer for reimbursement.

The Hospitality Chair is responsible for seeing that four members provide treats at the monthly meetings. The Chairman gives the names of the volunteers to the Newsletter Chairman for inclusion in the newsletter and to the Secretary at the Board Meeting. She also calls the volunteers to remind them before the meeting. She works with the Program Chairman to plan the Christmas luncheon, keeps left-over supplies for the next event, and keeps a record of the money spent and gives it to the Treasurer.

The Librarian and her committee keep track of all books and other educational materials. The librarian brings some books to each meeting making sure books are signed out with attention given to overdue books. A list of all books in the library is made available for all members each year with updates printed in the newsletter for each member to add to their list. Members may call the librarian to request that a special book be brought to the next meeting.

The Membership Chair keeps an up-to-date list of all members. She also maintains a record book of members and guests present at each meeting. Along with the record book for signing in, she keeps a separate sheet for people to sign in for "Show and Tell" and reports on this at the appropriate time during the Guild meetings. She gives a new membership list to all members after the beginning of each year at the March meeting. She is responsible for providing the Newsletter Chairman all changes and additions to the list during the year. These changes and additions are then printed in the newsletter for each member to update their own list. An up-to-date list of all members may be given to all members at the end of the year if deemed appropriate. As new members join, the chairman sends the names and phone numbers to the Orientation Chairman so she can set up a meeting for new members.

The Member Orientation Chair schedules a time to meet with new members to discuss the information in the membership directory and answer any other questions the new member might have. She also writes up a biographical paragraph about the new member for inclusion in the newsletter.

The Merchandising Chair is responsible for merchandise purchased by the guild for sale to members such as pins, bags, etc. She brings these items to each meeting. She is in charge of getting prices and purchasing items to sell to members.

The Monthly Raffle Chair is in charge of purchasing items to raffle at each guild meeting and for conducting the raffle.

The Newsletter Chair prepares the newsletter the Guild publishes each month and distributes it to the general membership and other guilds prior to each meeting. Members have the option of receiving their newsletter by e-mail or by U. S. mail. Members may use the newsletter to sell a quilt-related item. Contact the newsletter editor for details.

The Publicity Chair sends articles of interest to the area newspapers. Contact the publicity chairman for details.

The Sunshine Chair sends out cards to members who are sick or who have lost a loved one. If members know of a guild member who could benefit from a “get well” or a “sympathy card”, they should advise the Sunshine Chair and the Newsletter Chair so the information can be put in the monthly newsletter.

The Web Mistress maintains a listing of all guild members who have an e-mail address, and sends out appropriate e-mails when requested by officers or members of the guild. She also maintains a listing of all those who have agreed to receive the newsletter only via e-mail, and advises the Newsletter Chair of changes to that US Mail list. When the monthly newsletter is complete, she forwards the newsletter to those with e-mail addresses. She also maintains the guild website.