

## **SERVICE PROJECTS DIRECTOR**

*Section 11. Service Projects Director. The Service Projects Director shall plan and oversee quilted philanthropic projects to benefit the Central Oregon community. The Service Projects Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. This office may be held jointly; at least one person attends board meetings and has one vote.
2. If desired, organizes an informal service project committee of MMQ members to help with completion of any of the following duties throughout the year.
3. During the year, researches potential charity projects and recipient charity organizations, and solicits suggestions from the guild membership for projects and charities for the following year.
4. Presents the charities under consideration to the membership at the January or February Business Meeting, and holds a membership vote to select the recipient charities for the year. Charity representatives may be asked to speak at these meetings.
5. Designs the format for the year's projects and activities, which may include:
  - Kits made up using purchased or donated fabrics and patterns and distributed to members participating in service projects.
  - MMQ members make and donate quilts of their own choosing or that fit certain parameters to meet the needs of the selected organizations.
  - Recurring or occasional Service Project workshops scheduled and open to members.
6. Adheres to budget and submits receipts for reimbursements. Requests any necessary budget increase to the Board.
7. Makes arrangements to help finish quilts for those who cannot do so.
8. Collects, organizes, and places MMQ labels on the projects, and delivers them to the recipient organizations. Prior to delivery, shows some of the selections to the guild during Show and Tell.
9. Maintains a list of kits taken (by whom and when returned), and a list of those who contributed quilts.
10. Submits articles to the Newsletter describing 1) the number of quilts recently donated to which charity, 2) service project activities and upcoming workshops, and 3), current specific needs of the service project committee and recipient charities.

**(End of Procedures, Text Continued Next Page)**

Additional suggestions from Denise Meese, former SP Director.

Denise Meese has compiled the following suggestions, but the Director decides how they would like the service project committee to operate.

1. Quilt log and tags: I developed a numbering system for keeping track of quilts. The tags are attached and show the quilt's stage of completion and who has it. This information is also kept in a log for easy reference. This information is relayed to the treasurer quarterly.
2. Monthly meetings are a great opportunity to hand out quilts for completion; I use empty material bolts. Simply write the quilt number, size (someone will ask), and requesting task. The attractive bags are nicer than white plastic trash bags. I have collected them, and they belong to the guild. The empty bolts are taller than the bags and show information quickly. Simply record the name of the taker on the board. Keep the board to record in your log at a later time.
3. Workshops are not required, but they are a fantastic way to communicate. You can make up kits, put together quilts, or use them any way you want. Currently I use Homestead Quilts in La Pine, Oregon, owned by Kathy Buono.

Note from Mindy Wolfman, former Treasurer: The information recorded by Denise in #1 is put into a spreadsheet by the treasurer, or anyone who would like to take over this quarterly task. The spreadsheet was originally developed by Kathy Greenleaf. Using the spreadsheet, we can determine an estimated dollar value of quilts being received, completed, and donated to the charities. This information is included in our annual report filed with the Oregon Department of Justice and supports our continuing status as a charitable organization.