

Mountain Meadow Quilters Officer's Procedures Handbook

PRESIDENT

Section 2. President: The President shall be the principal officer of the guild. The President shall give general supervision to the membership and shall be responsible for the meetings of the guild and the Board of Directors. The President may speak for the guild and may sign any contracts or other instruments authorized by the membership. The President shall oversee guild functions and have such other powers and duties as may be prescribed by the membership.

Job Description:

1. Commits to 3-year term: Vice President to President to Immediate Past President.
2. Responsible for the smooth running of the guild.
3. Develops goals for the Guild to accomplish during their tenure as President.
4. Conducts the business/program meeting on the 2nd Tuesday of each month.
5. Conducts Board Meetings. At least 4 meetings are recommended per year.
6. Announces to the membership any important decisions or actions taken by the Board at the most recent board meeting.
7. Votes as a Board Member.
8. Communicates regularly with the Vice-President.
9. Conducts the education meeting in the absence of the Vice-President.
10. Prepares a column monthly for the front page of the newsletter.
11. Speaks on behalf of the guild as their representative.
12. Signs contracts for meeting space, instructors, insurance forms and other instruments authorized by the membership.
13. Signs a signature card at the bank to be able to sign checks in the absence of the Treasurer.
14. Is responsible for a P.O Box key.
15. Picks up mailed votes from P.O. Box prior to voting meeting for Master Quilter. Starts a roster for signatures of voters and marks off mailed ballot members and takes to voting meeting. Orders the Master Quilter Award.
16. Communicates with the officers and committee coordinators to see that projects are on track and budget is maintained.
17. Appoints the members of the Audit Team and arranges for a financial audit of the guild's books yearly.
18. Reviews meeting events calendar sent by the Vice-President. Contacts the Sunriver Scene to provide them the dates of our meetings and the annual quilt show.
19. Ensures that microphone and AV set-up are available for meetings.
20. Sets agendas for business and Board meetings.

21. Monitors and consults with the Sunriver Quilt Show and Retreat Committees in appropriate years.
22. In case of emergency/last minute meeting or event changes, arranges for the membership to be promptly informed by email or phone.
23. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

Guidelines and Calendar

December: Prior to the beginning of their term as president, meets with the Board before the first meeting of the year to discuss and set up budget for the coming year, reveals year's goals, sets the Annual Party date and previews programs. Assists the Newsletter Director with updating the New Member Newsletter and MMQ Brochure, as needed.

January: At the meeting on the second Tuesday in January the Treasurer will present the proposed budget for the year to the guild for comment, revision and vote (provide version of budget in email to membership prior to meeting). At same meeting the President will present the goals for the year.

January–July: Consults with Sunriver Quilt Show Coordinator and The Mercantile Committee to ensure planning is on track.

February: Have the Service Projects Director present the proposed service projects to the membership for approval

August: Review Master Quilter Nomination procedures at the first meeting of month and open nominations to be due in one month.

September: See that the Committee for Reviewing Nominations sets up appointments with the nominees and are completed in September. Quilts are evaluated and an Acceptance/Non-Acceptance letter is sent to the nominee and the nominator.

October: Announce Master Quilter nominees to the guild. Make sure the nomination letters are in the November Newsletter and sent by email to the membership. They may be asked to show 1, 2, or 3 quilts at the Business Meeting.

November: Before the Business meeting begins, picks up mailed MQ ballots at the P.O. Box. Ballots are checked off the Membership List as handed out at the meeting. The vote occurs and the ballots are counted. The reveal is at the Holiday Party. Order the MQ Pendant.

December: At December luncheon announces the new Master Quilter and presents the Master Quilter Golden Needle & Silver Thread awards, thanks the shop owners who have attended, thanks the Board and Committee Coordinators (in the past some have chosen to present thank you gifts), and presents an overview of the year.

VICE-PRESIDENT

Section 3. The Vice-President shall act as President in the absence of the President.

Job Description:

1. Commits to 3-year term: Vice President to President to Immediate Past President.
2. Votes as a Board Member and holds a P.O. Box key.
3. Assists the President in all their duties, through regular communication.
4. In the absence of the President conducts the Business and/or Board Meetings.
5. Assumes the duties and responsibilities of the President in the event of resignation or permanent absence.
6. Conducts the Education Meeting on the 4th Tuesday of each month.
7. Speaks on behalf of the guild as its representative.
8. Signs contracts for meeting space, instructors, insurance forms and other instruments authorized by the membership upon request of the President, other Board members and committee chairs.
9. Makes facility reservations and signs contracts (if required) for all Business and Education Meeting sites throughout the year. Acts as liaison between MMQ and the meeting site managers. Communicates with the treasurer for timely payment of meeting site rental fees.
10. Arranges with site manager for microphone and AV set-up (as needed) for each Business and Education meeting. Consults with the Program Director for Program AV requirements.
11. With the President, decides whether a Newcomers Tea should be held during the year. If so, plans and organizes the event, including arranging for a date and location.
12. Provides updated newsletter and website events calendar information for the following two months to the Newsletter Director and the Webmaster by the 25th of the month. Consults with Program and Education Directors, workshop coordinators and committee chairs to ensure the newsletter calendar is complete and accurate.
13. If needed, forms a nominating committee for next year's officers. Suggested committee to consist of the Vice-President, two MMQ members, and the next years proposed Vice-President. Facilitates the nominating committee.
14. Counts votes for Master Quilter, including mailed in votes. Informs President of the results, but the new Master Quilter is not announced until the annual holiday party; at which time the Master Quilter Award is presented.
15. Plans and prepares or supervises the preparation of a suitable year-end gift for the out-going President (often a quilt). Funding for the gift comes from the guild's operations budget.

16. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

Guidelines and Calendar:

Jan-July: Decides, plans and organizes the Newcomers Tea with the President, if one is to be held.

June–August: Selects a nominee for incoming Vice-President.

August: Advertises for new officer volunteers. May form a nominating committee to find volunteers for next year's officers and committee coordinators.

September: Calls prospective nominees for acceptance of nomination until all offices are filled. Holds additional nominating committee meetings if necessary.

October: Presents the proposed slate of officers and committee coordinators to the guild.

November: Presents slate of officers and committee coordinators for vote. Counts votes for Master Quilter

December: At annual holiday party presents gift to President and announces/introduces her new Board Members and Committee Coordinators.

IMMEDIATE PAST PRESIDENT

Section 4. The Immediate Past President shall be a resource to the President and the Board of Directors.

Job Description:

1. Acts as resource to the President and Board of Directors.
2. Votes as a Board Member.
3. In January meets with new officers and committee coordinators to:
 - Review their job descriptions from procedures handbook.
 - Make sure they understand the job expectations.
 - Help them review their budget and what it is meant to cover.
 - Make sure they have received the necessary materials from the previous officer.
4. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

Guidelines and Calendar:

January: Meets with new officers and committee coordinators.

PROGRAM DIRECTOR

Section 5. The Program Director shall preside over meetings of the membership and conduct the business of the guild in the absence of the President and Vice-President. The Program Director shall organize the programs presented to the membership. The Program Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Commits to a 2-year term: Assistant Program Director to Program Director.
2. The Program Director votes as a board member. In his or her absence, the Assistant Program Director votes as the board member.
3. Organizes the programs and any related workshops offered to the guild at the monthly Program/Business meeting.
4. The Program Director may choose an advisory committee if desired.
5. The Program and Education Directors and Assistants work together to coordinate their program and education presentations as needed throughout the year. They also consult with the Treasurer concerning the budget allocations for program and education.
6. Arranges contracts for Programs and related workshops as needed. Three workshops seem to work well – space them out. The Program Director may schedule presentations for future year(s).
7. The Program Director is responsible for insuring Program expenditures during the year do not exceed the Program budget. If total costs for a single program and/or workshop, including speaker fees, transportation, lodging, meals, etc. will exceed \$500, or if any expenditure is expected to cause the annual program budget to be exceeded, Board approval must be obtained before the expense is incurred.
8. An invoice from the speaker is required for reimbursement. Submit invoices to the Treasurer for payment immediately as service is rendered.
9. Arranges housing, transportation and meals for out-of-town speakers. Mileage reimbursement can be offered to presenters who travel. (All reimbursement will align with current IRS reimbursement allowances.) It is the choice of the speaker to stay in someone's home or a hotel.
10. Coordinates with Mt. Bachelor Quilters' Guild or other groups to share speaker expenses.
11. Program presenters who are giving a presentation as an MMQ member may be given a gift certificate from one of our advertising sponsors as a thank-you for the presentation. MMQ members who present programs in their outside professional capacity may be paid the market rate for their presentation, same as a non-member professional.
12. Organizes/prepares one or two back-up programs in case of last-minute emergencies.

13. Stays in contact with the Newsletter Director, Vice-President, Webmaster and Membership/Communications Director, informing them of all program and related workshop information and changes in a timely manner.
14. Maintains constant communication with the Assistant Director, including cc'ing on all correspondence, and trains the Assistant to move up to Director the next year.
15. As soon as practical, after the guild elections, the outgoing Program Director should meet with the incoming Director and Assistant Director to set priorities for the coming year and pass on all schedules, notes, contracts, etc., including programs considered but not used in the prior year.
16. First meeting in January usually includes a trunk show from the new Master Quilter.
17. The Program Director works with the Vice-President and the Room Monitor to make sure the presentation room is set-up as requested by the presenter, including any needed AV equipment.
18. Responsibilities regarding the presentation:
 - Inform the speaker they may speak for 45 minutes to 1 hour.
 - Speaker's time is to be monitored by the Program Director. Work out a 5-minute warning signal with the Speaker.
 - If the Speaker has items to sell, set this up in the back of the room so the rest of the meeting can continue. Coordinate any set-up with the Vice-President and the Room Monitor prior to the day of the presentation.
19. The Program Director may conduct a survey of the membership to get ideas for future presentations, i.e., guest speakers or topics, that members are interested in having.
20. Equipment: The quilt racks, irons and ironing boards are in the storage unit: Sunriver Commercial Center, 56815 Venture Lane. Call the vice president for the combination to the lock.
21. If there are sign-up sheets to for future Program workshops, they need to be announced and circulated at the beginning of each meeting during "Announcements" so there is time for everyone to see. Also, have them available before, during and after the meeting(s).
22. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

EDUCATION DIRECTOR

Section 6. Education Director. The Education Director shall preside over meetings of the membership and conduct the business of the guild in the absence of the President, Vice-President, and Program Director. The Education Director shall set goals to improve the quilting skills of the membership. Classes and demonstrations shall be scheduled each month in coordination with programs planned by the Program Director. The education Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Commits to a 2-year term: Assistant Education Director to Education Director.
2. The Education Director votes as a board member. In his or her absence, the Assistant Education Director votes as the board member.
3. The Education Director may choose an advisory committee if desired.
4. The Education and Program Directors and Assistants work together to coordinate their program and education presentations as needed throughout the year. They also consult with the Treasurer concerning the budget allocations for program and education.
5. The Education Director organizes and coordinates speakers and activities for the Education Meeting. The education speakers are usually guild members, and their presentations are focused on improving the skills of our members. The Education Director should take advantage of member skills to offer a mix of activities, including demo and hands-on workshops to teach or reinforce skills. The activities should be chosen to appeal to a broad range of member ability and skill levels. The Education Director may from time to time provide workshops after the education meeting which may also include work on service projects.
6. There are normally 10 Education presentations during the year. The November meeting may be canceled or be a "Sit & Sew" if it is close to Thanksgiving. There is no Education meeting scheduled for December.
7. As soon as practical after the guild elections, the outgoing Education Director should meet with the incoming Director and Assistant Director to set priorities for the coming year and pass on all schedules, notes, contracts, etc., including education presentations considered but not used in the prior year.
8. The Education Director is responsible for keeping track of the guild irons and ironing boards and making them available for Program and Education workshops. The quilt racks, irons and ironing boards are located at the storage unit currently rented by MMQ.
9. The Education Director works with the Vice-President and Room Monitor regarding room set-up, AV equipment connection, and clean-up. The room must be returned to the same set-up as when they arrived, which may include vacuuming the room and emptying the trash.

10. The Education Director will ensure that presenters are reimbursed for expenses for copying, etc. Proof of purchase is required for reimbursement. Kits prepared by the presenter for a class or workshop should be purchased by those members taking the class.
11. The Education Director organizes/prepares one or two back-up Education Presentations in case of last-minute emergencies.
12. The Education Director stays in contact with the Newsletter Director, Vice-President, Webmaster and Membership/Communication Director, informing them of all education and related workshop information and changes in a timely manner.
13. Maintains constant communication with the Assistant Director, and trains the Assistant to move up to Director the next year.
14. The Education Director may conduct a survey of the membership to get ideas for future Education presentations that members are interested in having.
15. If there are sign-up sheets for future Education workshops, they need to be announced and circulated at the beginning of the meeting during "Announcements" so there is time for everyone to see. Also, have them available before, during and after the meeting.
16. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

SECRETARY

Section 7. Secretary. The Secretary shall keep the minutes for Business and Board of Directors' meetings, and upon the President's approval, shall provide the minutes to the Newsletter Director in time for publication of the next newsletter. The Secretary shall be responsible for the correspondence of the guild as directed by the President and/or Board of Directors. The Secretary shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Votes as a Board member.
2. Attends all business and board meetings, takes minutes at each, and forwards the minutes to the President and Vice-President for approval.
3. Upon approval by the President and Vice-President, the Secretary makes any necessary corrections/changes to the minutes, prints a copy of the minutes to retain in the Secretary's notebook, and sends the minutes as a word processor file to the Newsletter Director for publication in the next issue of the monthly newsletter.
4. Arranges for a back-up to carry out her duties in her absence.
5. Stores Secretary's notebooks.
6. Acts as the corresponding secretary, including sending thank you and sympathy cards and other correspondence at the direction of the President or Board of Directors.
7. Submits receipts to the Treasurer for reimbursement of postage fees and other supplies as needed.
8. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

TREASURER

Section 8. Treasurer. The Treasurer shall be responsible for all monies of the membership and keep the checkbook in order. The Treasurer shall pay all bills and be accountable for all financial matters. The Treasurer shall be responsible for taking and recording the dues of members and providing the information to the Membership Director in a timely manner. The Treasurer shall make the checkbook, bank statements and receipts for all bills paid available at least once a year to an audit committee appointed by the Board of Directors. The Treasurer shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Attends all business and board meetings.
2. Votes as a board member.
3. Brings checkbook to all meetings to provide reimbursements if needed.
4. Sees that signature cards at the bank are updated each year.
5. Trains their successor.
6. Incoming Treasurer meets with the President, Vice-President, Program and Education Directors in December for budget suggestions and feedback. In partnership with the President and Vice-President prepares a budget proposal and presents it to the Board for discussion, makes changes and obtains board approval. Presents the approved budget at the first general meeting in January for membership's vote. Sends membership-approved budget to the Webmaster for the secure section of the website.
7. In partnership with the Vice-President and the representative of the business meeting venue, contracts for the Business Meeting facility rental for the year beginning in January. Handles monthly payment.
8. Collects receipts for reimbursement checks, writes checks for expenses, deposits incoming checks in bank accounts and maintains and reconciles the guild checkbook. Proof of purchase is required for reimbursement.
9. If possible, maintains complete accounting records in accounting software.
10. Signs and maintains the insurance contract, arranges for insurance certificates for all special events. Makes sure all liabilities are paid when due.
11. Presents a current Treasurer's report at the Business Meeting each month; also, sends a copy of the report to the President and Newsletter Editor monthly.
12. Maintains a current profit and loss statement to retain in the files and provides a copy to the President.

13. Picks up mail from the guild PO Box, distributes mail and is responsible for the mailbox key; or may appoint an alternate if she doesn't live near the PO Box.
14. Assists in yearly audit by making available the receipts, checkbook, bank statements and all records.
15. Receives the paper membership forms and dues from members, as well as online new- member notifications and renewals. Forwards the online new-member and renewal information to the Membership Director as well as the paper membership forms, marked paid.
16. If requested, collects retreat layaway funds and maintains complete layaway records.
17. Is in charge of the "Square" (credit card device), maintains the account and gives instruction for the use of the square.
18. Brings to the attention of the Board any requests for funds from a committee beyond their allotted budget.
19. By January 31 each year, receives an inventory spreadsheet from the Mercantile Coordinator and records the adjustment to Donations Received – Mercantile Items accordingly.
20. Documents in the accounting records receipt of service quilts and mercantile items.
21. Documents in the accounting records mercantile items sales and service quilts donated to local organizations.
22. Receives additional service quilt and mercantile item inventories as available.
23. Provides cash boxes and tally sheets the day of the quilt show and collects cash during the day of quilt show from Mercantile and Quilt Sales, and signs the tally in the cash box. Deposits cash in the bank.
24. Handles the annual Tax and Legal Reporting requirements as a non-profit by required deadlines.
 - a. Forms 1099-Misc for independent contractors filed by Jan 31
 - b. Form 990-N filed with IRS by May 15.
 - c. Form CT-12 filed with the OR Dept of Justice by May 15.
 - d. Corporate Annual Report filed with the OR Secretary of State by June 30.
25. May appoint an MMQ member assistant to help with any of the above duties, as needed. Reviews and signs off on all work performed by the assistant.
26. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

MEMBERSHIP DIRECTOR

Section 9. Membership Director. The Membership Director shall be responsible for keeping accurate and up-to-date membership records of the guild. The Membership Director shall provide membership information to the Webmistress and Email Coordinator for inclusion in the roster on the website in a timely manner. The Membership Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. Requires computer skills and the use of a computer and internet connection, as well as the ability to work with spreadsheets and email software.
2. Votes as a board member.
3. Receives “paid” paper membership forms from new and renewing members, as well as from the treasurer. Sets up these new/renewing members’ page on the website, issues the member a temporary password, and assists them with user name and login procedures. Maintains the paper membership forms in the Membership Director’s files for 2 years.
4. Communicates with the treasurer regarding members who are new or renewing through the website membership portal. Makes sure these new members’ profiles are complete and assists them with login procedures if needed.
5. Maintains a current year membership spreadsheet at all times, which includes members’ first and last name, date joined or renewed, and method of payment (cash, website, or check number.) Provides this spreadsheet to the Treasurer and any other Board Member or committee coordinator upon request. Formats the spreadsheet as needed by the requestor, using the data sort function.
6. Maintains continuous communication with the webmaster and Treasurer to make sure the website roster and the Membership Director’s spreadsheet match. Periodically reviews the Membership List posted on the website, matches it to the Membership Director’s spreadsheet, and follows up with the webmaster and/or Treasurer regarding discrepancies.
7. Using email software, provides all membership-wide email communication, such as 1) meeting reminders a few days before each meeting, including the meeting date, time, location, what to bring, and program/education content, and 2) announcement of posting of the monthly newsletter on the website when informed of it by the webmaster.
8. Distributes other MMQ-related membership-wide emails using email software upon request by a Board member or committee coordinator. Consults with President or Vice-President on questions of propriety of membership-wide email requests.
9. At the monthly business meeting, reports the current number of members.

10. Submits expenses to the treasurer with receipts.
11. Passes on current year membership forms and spreadsheets, including in electronic format, to the new Membership Director at the end of the year.
12. Informs members who initially join after October 1 of the year that their new membership extends through the following year.
13. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

NEWSLETTER DIRECTOR

Section 10. Newsletter Director. The Newsletter Director shall be responsible for the design, printing and distribution of the monthly newsletter. The Newsletter Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. This position should be a 2-year commitment.
2. Requires computer skills and the use of a computer, word processing or page layout software, and an internet connection. The outgoing Newsletter Director will train their successor.
3. The Newsletter is available for download from the MMQ website the first of the month. The deadline for submissions is the 25th of previous month.
4. Attends all business and board meetings.
5. Votes as a board member.
6. Articles for the newsletter are submitted by the membership. Grammar and spelling may be corrected, but any other changes must be discussed with the author.
7. Members can submit articles about anything quilt guild related. If there are questionable submissions, contact the President or the Board.
8. Communicates with the President, Vice-President, Treasurer, Secretary and other members to obtain updated information.
9. Updates regular features each month, including Thoughts from the President, birthdays, calendar, advertising, drawing recipients, and lists of board members, committee persons and master quilters.
10. Reminds members of deadline each month for the newsletter submissions.
11. If desired, researches ideas for "tips" and quotes to use as filler when needed, or may assign this to another member.
12. Formats and organizes material to be printed in the newsletter.
13. After review by the President and Vice-President, sends the newsletter to the Webmaster for posting on the guild website.
14. Communicates with advertisers and businesses that donate items for drawings and invites them to submit information for "Words from our Sponsors". May ask Drawings for assistance in obtaining information from the shop owners.
15. Updates the New Member Newsletter in December, per Board instructions and President's approval, to be current in January and provides copies to the Greeters and Membership Director. Also sends to the Webmaster for inclusion on the website.

16. Receives budget allocation for newsletter expenses after the 1st Business Meeting in January.
17. Submits expenses to the treasurer; must have receipts to be reimbursed.
18. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.

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.

HOSPITALITY COORDINATORS

Job Description:

- ▶ Attends each meeting or makes arrangements for a substitute to attend to hospitality.

Hospitality Chairperson:

1. Arrives one half hour prior to the meeting to set up beverages, if necessary.
2. Sets out coffee and hot water to make tea, including sugar, creamer, napkins, etc. Provides a pitcher of water.
3. Helps refreshment donors set up food on the table and cleans up after the event.
4. Sends around a sign-up list for refreshments until all the meeting slots are filled. At least three people should sign up for each meeting.
5. Calls the three people who are refreshment donors for the next meeting to remind them they are to bring refreshments.
6. Purchases supplies and submits expenses to the treasurer; must have receipts for reimbursement.
7. Between meetings, supplies may be stored at home or at the MMQ storage unit.

The Hospitality Chairperson and the Room Monitor are responsible for maintaining the cleanliness of the facility. Tables and kitchen counters are wiped off, trash is disposed of properly and the carpet is vacuumed, if necessary.

Greeter:

1. The Greeter welcomes visitors arriving at our meetings.
2. Gives them a New Members Newsletter and a temporary nametag.
3. Introduces the visitor to the membership during the meeting.
4. Gives them an application for membership if requested.
5. Answers any questions visitors may have during the meeting.
6. Maintains a list of visitors throughout the year.

Room Monitor:

1. There is an assigned Room Monitor for each meeting venue.
2. Makes sure MMQ members that come early to the meeting do not enter the meeting facility until 30 minutes prior to the start of the meeting.

3. Sets up the room for the meeting, including setting out chairs as needed and arranging the tables.
4. Makes sure the meeting room is returned to its original configuration after the meeting is over.

The Hospitality Chairperson and the Room Monitor are responsible for maintaining the cleanliness of the facility. Tables and kitchen counters are wiped off, trash is disposed of properly and the carpet is vacuumed, if necessary.

HISTORIAN

Job Description:

1. Downloads the monthly newsletter from the MMQ website and adds it to the labeled thumb drive for the Newsletter Archives.
2. Takes and edits photographs of the Sunriver Quilt Show and stores them on a labeled thumb drive for Photograph Archives.
3. Takes and edits photographs of the meeting "Show & Tells" and stores them on a labeled thumb drive for Photograph Archives.
4. Submits at least six photos each month to the webmaster for posting on the website.
5. Photo and newsletter files stored on thumb drives or other media will be held by the Historian and passed on to their successor. Files older than 5 years are stored in the MMQ storage unit.

WEBMASTER

Starting January 1, 2023, the webmaster position will be held by an outside independent contract and will no longer be a guild member's position.

Job Description:

(Last Revised 2018)

1. Maintains the guild website by publishing current versions of: calendar, roster, budget, newsletters, forms, Bylaws and Procedures Handbook and other documents in a timely manner. The roster and the budget are only available to guild members.
2. Information on the website is obtained from the newsletter, President, Program and Education Directors and the Board.
3. In January, updates the list of officers, committee coordinators, and master quilters on the website.
4. Renews the guild domain name as needed.
5. Maintains service with our website provider.
6. Receives the newsletter from the Newsletter Director and posts on the website monthly.
7. Communication between the Membership Director, Email Coordinator, Webmistress and Newsletter Director will be constant. They each must report appropriate changes to the others when received.
8. Retains the current and past year's newsletter on the website.
9. Submits expenses to the treasurer; must have receipts to be reimbursed.

NOMINATIONS COMMITTEE

2022

Job Description:

1. The Vice President appoints at least 3 members to be on the nominations committee and chairs the meetings.
2. The Vice President may elect to call all current officers and coordinators to see if they will serve another term.
3. The Vice President announces openings of officers and committee coordinators at the guild meetings in August & September, and asks for volunteers.
4. The VP works with the Nominations Committee to identify potential candidates to be contacted for the various open positions.
5. The VP makes available the incomplete slate of officers and committee chairs at the October business meeting, and requests additional volunteers for the unfilled positions.
6. The VP presents the slate of officers and committee coordinators at the November Business Meeting for a vote of approval by the membership.
7. If openings still remain, the Vice President continues to search for additional volunteers.

BYLAWS COMMITTEE

2022

Job Description:

1. Bylaws may be amended or repealed, and new bylaws adopted at any time.
2. A request to change the bylaw(s) may be made by any member.
3. After a Bylaws change request, a Bylaws Committee will be formed consisting of three or more guild members appointed by the President or Vice-President.
4. Proposed Bylaws changes must be approved by a majority vote of the Board of Directors.
5. Once approved by the board, proposed changes must be announced to guild members in writing at least 30 days before the Business Meeting at which the vote of approval by the membership will be taken.
6. To pass, a 2/3 vote of the members present is required.

SUNRIVER QUILT SHOW COORDINATOR

Job Description:

1. Obtains materials from previous coordinator: binder, manual, supplies, and electronic media.
2. Traditionally the Quilt Show Banner has been displayed at the two Sunriver entrances for two weeks prior to the show. Early in January, the Coordinator should contact SROA to determine if the banner will be allowed and if so, reserve the location(s).
3. Sets up a quilt show committee to decide what activities will occur at the Quilt Show.
Members of this committee should include:
 - Sunriver Village Liaison, if not the Show Coordinator (includes arranging for a band, if requested, and confirming date of the following year's show)
 - Publicity chair, including television media, posters, and bookmarks
 - Quilt Intake and Return
 - Quilt Hanging and Takedown
 - Directional signage
 - Mercantile sales
 - Potholder sales
 - Volunteer Coordinator (includes volunteers needed for the mercantile)
 - Member Quilt Sales
 - Quilt Registration and Layout for hanging and A-frame displays; updating and distributing quilt registration and entry/liability forms
 - Logistics (set up and take down of A-frames and mercantile and other canopies)
 - Grocery Store Window Display
 - Banner Hanging, if permitted by SROA
 - Photos (generally responsibility of the Historian)
 - Vendors
 - Quilts in Businesses
 - Special Exhibits
 - Featured Quilter (generally the prior year's Master Quilter)
4. Provides assistance to the committee coordinators upon request.
5. Negotiate with the venue on the timing of show, financial support, space needs, equipment needs, assistance with hanging and take down, signage, and assignment of the Quilt Intake area.

6. Obtains quilt show budget from the Treasurer in January, and coordinates with committee members to manage expenses.
7. Attends Board Meetings throughout the year to keep Board informed of quilt show planning progress.
8. Maintain/update quilt show binder and pass on to successor.
9. Obtain final reports from quilt show committee members for the final quilt show report.
10. Prepare a final report for the MMQ Board and Membership.

General Rules of the Sunriver Quilt Show:

- ▶ Only MMQ members may exhibit quilts and offer quilts for sale.
- ▶ Cash or checks are accepted by MMQ for member quilt sales. Sellers need to use their own credit card processing account to sell their quilts by credit card.
- ▶ MMQ does not collect a commission on quilts sold.
- ▶ Non-members who wish to show quilts will be required to join MMQ.
- ▶ Quilts will only be shown one time at the Sunriver Quilt Show, no repeats.

SISTERS OUTDOOR QUILT SHOW COORDINATOR

(Last Revised 2018)

Job Description:

1. Early in January, contacts the Sisters Outdoor Quilt Show (SOQS) organizer with her name email address and phone number.
2. SOQS organizer (from The Stitchin' Post) will provide a clear time line and information for the coordinator to follow.
3. In January, ask Board about special exhibits MMQ will display at the Sisters Outdoor Quilt Show.
4. Takes pictures of quilts to be displayed and emails or sends a CD to the organizer with a description of the exhibit. A write-up is in the Sisters pullout for the newspaper written by SOQS people. They will use the information provided in your description.
5. Requests name of exhibitors and sends list to SOQS contact person.
6. Distributes registration forms to exhibitors – deadline is earlier than for regular exhibitors. Release forms must be signed by all exhibitors.
7. Follow-up on any contributor who did not send her form to Sisters by the deadline.
8. Obtain exhibit location information.
9. Writes an article for the newsletter about MMQ participation in the SOQS.
10. Arrange for volunteers for the MMQ display area, Quilt Show workers and any other volunteers requested by SOQS. SOQS organizer will send sign-up sheets to guild.
11. Determine who will deliver their own quilts and pick them up after the show or will you do it.
12. Must be in constant contact with SOQS organizer.
13. On day of quilt show bring cooler with bottled water, tables, MMQ banner/quilt, guild brochures and anything needed for display or demos.
14. Help with hanging MMQ exhibit quilts.
15. May organize quilting demonstrations by members.
16. At end of quilt show, take down quilts, fold and wait for members to pick up their quilts

Contact Person: Tracy Alexander

Administrative Manager

Sisters Outdoor Quilt Show

PO Box 280

220 S Ash St #4

Sisters, OR 977

HOLIDAY PARTY COORDINATOR

(Last Revised 2018)

Job Description:

1. Book the restaurant/SHARC immediately after the place and luncheon date has been chosen by the MMQ Board (January).
2. Be aware of the amount budgeted for the party. Budget must cover: Entertainment, microphones, MMQ sponsored Guest Meals (Shop Owners and Entertainer), decorations, and programs (made by committee member). MMQ Members and their guests pay for own lunches.
3. Meet with conventions person to work out a menu.
4. Negotiate a price per plate set by the Board (e.g. \$27 per plate for lunch including beverage and gratuities).
5. Work with a committee to gather ideas for entertainment. Make a selection, contact the entertainer(s) and agree on what will be done, what the fee will be (if any) and what equipment is needed.
6. Arrange for equipment and microphone(s) as needed. President needs a microphone.
7. Meet with committee early in the year to discuss a theme, decorations, games and/or favors. Use files from previous luncheons for guidance.
8. Shop for materials early (look for sales). Must have receipts in order to be reimbursed by the treasurer. If more than one person shops, stay in touch to not exceed budget.
9. Schedule work parties for your committee or volunteer members to make decorations. Try to have them done by October.
10. Announce details for the luncheon, write an article for the newsletter giving Annual Party: when, location, menu and price. Arrange for a sign-up sheet for members. Arrange for the treasurer to collect the checks. Remember the last two guild meeting may be the end of October and beginning of November. The second meeting in November may be canceled if close to Thanksgiving.
11. Build in leeway for last minute sign-ups. Arrange for a due date for members (let members know) and a final number count due date for the restaurant.
12. Sends invitations to quilt shop owners and vendors who regularly contribute to drawings; give them deadline to RSVP.
13. Be sure to allow for dietary considerations and communicate them to the restaurant.
14. The menu and program agenda are provided on printed programs at each table setting made by a committee member.
15. Arrange for the committee to set up table decorations on day of luncheon.
16. Arrange for a check-in desk and name tags.
17. After the luncheon, writes a committee report to go into the Luncheon file and pass on to your successor.

(Last Revised 2018)

BLOCK OF THE MONTH/TECHNIQUE OF THE MONTH COORDINATOR

The Block of the Month (BOM) and/or Technique of the Month (TOM) are chosen by a survey/vote of the membership. One, both or none may occur. This is not mandatory.

Job Description:

1. The BOM/TOM Coordinator may select a committee to assist in the planning of the program for the year.
2. Instruction begins in January.
3. Provide articles for the Newsletter announcing activities or programs.

Block of the Month (BOM)

1. Each month directions will be given as well as brief oral instructions and/or demonstration of construction as needed of the month's block(s).
2. The last month will give instructions for the completion of the quilt and/or a class may be scheduled for completion.
3. Keep in mind the variety of skill levels in the group
4. Suggestions:
 - Have a theme for the year
 - Provide one of the fabrics for each month
 - Suggest a color for each month's blocks
 - Collect patterns from local stores.

Technique of the Month (TOM)

1. Arrange for a presentation or demonstration of a quilt making related technique each month.
2. Presentation is made at the second monthly meeting (Education Meeting).
3. Presenters are usually guild members.
4. Technique should take 5- 15 minutes to explain. This may include oral and written instructions.
5. Activity may or may not coordinate with the Education program.

DRAWINGS COORDINATORS

(Last Revised 2018)

Job Description:

1. Only MMQ Members are allowed to be eligible for drawings and they must be wearing their name tag. If new members sign up and pay for their membership the day of the meeting, they may participate in all drawings.
2. Job will consist of at least two members. Three are recommended: one to show the item, one to draw names and announce the winner and one to record the information.
3. Coordinators will receive and store the plastic bins with the necessary equipment to complete the drawings at the business meeting from the previous job holders.
4. Equipment includes: list of members, drawing chips, logo pins, paper slips for drawings, pencils etc. They have \$30 for change and book drawings.
5. In January, contact the business owners/advertisers who have participated as sponsors in the past to see if they will continue to participate. Set up an arrangement for pick-up of items. The Stitchin' Post mails its items to us.
6. Obtain two books for the drawings each month. If possible, choose titles that coordinate with the program/education being given that month. Donated books need to be in new condition. Submits receipts for book reimbursement to the treasurer.
7. Drawings take place the first meeting of the month; arrive 30 minutes prior to meeting time to set up tables, drawing items, books for drawing with baskets and slips of paper for entries. The Drawing Coordinators may also sell "logo" pins.
8. All money collected at the meeting is turned over to the Treasurer.
9. Completes a list of all drawing and book winners beside the gift they won and submits to the Newsletter Director to put in the newsletter.
10. Assists the Newsletter Director in gathering store information for the monthly newsletter column. Shops should email their information to the Newsletter Director.
11. Remind members to thank the shop owners for their generosity when they win a gift.
12. Check with the Annual Party Committee to see if they intend to have drawings at the Annual Party.
13. At the end of the year, make sure you have two books for Drawings at the January meeting as the new Drawings Coordinators won't have had time to pick them up.
14. Maintains a current list of quilts shops in the area.

RETREAT COORDINATOR

(Last Revised 2018)

Job Description:

1. Form a retreat committee. Plan and divide tasks.
2. Visit possible venues and chose one.
3. Solicit suggestions for possible teachers from guild members. Research possible teachers, check their availability. Get a contract.
4. Picks a date. Check out other public events to avoid conflicts.
5. Arranges a layaway plan with the Treasurer.
6. Arranges for food.
7. Keeps a budget.
8. Provides maps for directions to venue.
9. Makes room assignments
10. Arranges Trunk Show, time place and who invited.
11. May have booths set up by quilt stores
12. Must attend Board Meetings from January through May of the Retreat year to keep the Board informed.
13. Reports to President, Board of Directors and membership of activities as needed.
14. Writes articles for Newsletter.
15. Designs Retreat Entry forms.
16. Calculates amount of fees.
17. Submit receipts to Treasurer for reimbursement.
18. Keeps a notebook of meeting summaries, "To Do" lists, contracts and other necessary copies so the next Retreat Coordinator will have a time line to follow.
19. Decide when to open up registration to those outside the guild (and what their costs would be).
20. Promote attendance at the Retreat. Advertisements to other guild and quilt shops. See Outreach Coordinator.
21. Invite quilt shop owners.
22. Entertain teachers during the Retreat (meals, etc.)
23. Provide name tags, handouts, snacks and meals.

MERCANTILE COORDINATOR

(Last Revised 2018)

Job Description:

1. Receive the Bazaar binder from the previous Coordinator.
2. Liaison with the Quilt Show Coordinator, your budget is included in the Quilt Show's Budget.
3. Start early in the year to enlist MMQ members to conduct workshops for making items to sell at the Bazaar. Hold workshops from January through July and are encouraged to hold workshops during the fall. You may appoint a volunteer to run the classes.
4. Workshop policy is: those that attend and learn to make an item must supply a like item to be sold at the Bazaar. This is the payment for the free instruction.
5. Consult with the previous Bazaar Coordinator to see what items sold best.
6. Sets up the workshops: provides a facility (if the SHARC is used you must contact the Vice-President to schedule), finds an instructor to teach how to make a bazaar item, sets up times, places, notifies members of workshops to be given and provides sign-up sheets and supply lists to members. Stores the Bazaar items.
7. Writes articles for the Newsletter to encourage conducting and attending workshops for the bazaar.
8. Make brief announcements at meetings about upcoming workshops and if possible shows items to be made. If there are sign-up sheets to complete for classes for the Bazaar, they need to be announced and circulated at the beginning of the meeting during "Announcements" so there is time for everyone to see the sign-up sheet. Also, have them available before, during and after the meetings.
9. Organize gently used quilting book and magazine sales, if desired.
10. Organize the Pot Holder Sales.
11. Upon request at the Quilt Show, provide cash proceeds to the Treasurer for immediate accounting and deposit. Keep a tally in the cash box of all monies handed over to the Treasurer.
12. Expenses are given to the treasurer and receipts must be provided to receive reimbursement. Expenses are paid out of the Quilt Show Budget.
13. Important phone numbers:
 - SHARC: Contact Vice-President to schedule room set-up.
 - Sunriver Library: Room scheduling is completed online through Deschutes County.
14. Equipment: The quilt racks are in storage unit #254, at Spacemaker Storage on the Post Office side of the street; the irons and ironing boards are in storage unit #78 located on the opposite side of the street from the post office. Call the vice president for the combination to the lock.
15. Volunteers for the day of the Quilt Show are scheduled by the person in charge of volunteers under the Quilt Show Coordinator.
16. Just before the Quilt Show, set aside a day to price all the Bazaar items. Ask for volunteers to help.

17. Quilt Show set up:

A group is needed to set up the bazaar at the assigned location and you may need:

- Clothes Pins, safety pins
- Tables
- Table Cloths
- Baskets, display racks
- Masking tape, scotch tape
- Rope or hanging twine
- Signs, labels
- Ten to twelve volunteers to help price bazaar items
- Price Tags for each item, different color indicator each year
- Signs on tables
- Workers to staff the tables and area during the Bazaar will be assigned by the Quilt Show Volunteer Coordinator
- MMQ pins and MMQ brochures should be available for sale (the Drawings Coordinator should have the MMQ pins; Quilt Show Coordinator should have the brochures or Outreach Coordinator)
- Helpers to take down the Bazaar.

18. Needs to complete an inventory spreadsheet to comply with non-profit organization's regulations.

The spreadsheet must be provided to the Treasurer before and after the Quilt Show.

AUDIT COMMITTEE

(Last Revised 2018)

Job Description:

1. An audit will be performed annually.
2. The Committee will consist of two–three MMQ members.
3. The committee will audit the treasurer’s records.
4. Report findings to the President.

APPLIQUE GROUP

(Last Revised 2018)

1. The Applique group meets monthly on the third Tuesday of the month.
2. All MMQ members who are interested in hand applique may attend.
3. Applique skills may be taught when advance notice is given.
4. An applique project is assigned to beginners. Others may work on individual projects or on a joint member-approved assignment.

SECRET PALS COORDINATOR

(Last Revised 2018)

Job Description:

1. In November, the Secret Pal Coordinator describes the program and distributes secret pal information forms to the membership. These forms are collected at the November meeting and the Annual Party and Secret Pals Luncheon in December.
2. Matches Secret Pals names and notifies participants of who their secret pal is along with the information they submitted. This should be done by January 1st in case a January birthday is involved.
3. Keeps a list on file of who is whose secret pal for the revealing party.
4. Late applications (after selection) for secret pals may be matched if there are enough late participants.
5. Attends each meeting or arranges for a substitute in order to distribute gifts brought to each meeting or to pick up any gifts not collected.
6. Members participating in secret pals are asked to take home their gifts if the recipient is not at the meeting to receive the gift and to bring again.
7. Arrange for the Secret Pal Revealing Luncheon in December. Make sure to put articles in newsletter announcing the luncheon and inviting all secret pals. Also announce at meetings.
8. Store information and pass it on at year’s end.

OUTREACH COMMITTEE

(Last Revised 2018)

The mission of the Outreach Committee will be to further our efforts toward establishing communications between the quilt guilds of Oregon.

Job Description:

1. Establish and maintain a directory of guilds within Oregon.
2. Distribute MMQ Flyers about our guild at upcoming events.
3. Maintain direct contact with other guild's meetings and events by:
 - Phone conversations
 - Email
 - Mailing addresses
 - Personal visits
4. Plan the coordination of intra-guild events, such as:
 - Retreats
 - Quilt Shows