

Quilters' Sew-ciety – Activity Coordinators

Description – Revised 2025

- A. **Organization Relationship:** Two members. If extra assistance is required for an event, these two individuals can request volunteer at Guild meetings.
- B. **Term:** A two-year term with the option of serving an unlimited number of consecutive terms
- C. **Overview of Responsibilities:**
 - 1. Coordinate Guild Retreats and/or Bus Trips to provide a means for members of the Guild to come together to learn, visit, and get to know each other and to encourage other individuals to join the Guild.
- D. **Budget:** All activities must be covered by fees charged to QS members attending.
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Bus Trips and Retreats are to be self-sufficient.
 - a. Prepare a budget and base the QS member cost of the event on that budget. Keep a list and receipts of all funds used for the event.
 - b. Announce activities 2 - 3 months prior to the event at QS meetings. Send announcement to the secretary and the newsletter editor. Sends web host the application to be posted on the website.
 - c. Let members know if there are insufficient registrations by members by a specific date, the event will be opened to non-members.
 - d. Nonmembers should be charged an extra \$35-\$50 to participate. This encourages nonmembers to join the QS guild.
 - 3. Prepare reimbursement request to submit to Treasurer with any receipts as needed.

4. Make sure each committee member is reimbursed from the activities fees.
5. Assume responsibility for insuring committee expenses stay within budget.
6. Coordinate retreats yearly
 - a. Weekend retreat (Thursday-Sunday or Friday-Sunday)
 - b. Sleep in your own bed retreat – two sets per year. (Monday-Wednesday and Thursday-Saturday)
7. Make sure a report on each activity is written and filed in the committee notebook. This notebook also documents all of the committee's internal procedures
8. Give quarterly report at the Board of Director/Standing Committee Meetings
9. Keep President/President Elect updated on a monthly basis if issues/concerns arise
10. Take pictures at each event with participants approval. Send pictures to the Facebook chair to be posted.
11. Give an update during Announcement time to all members at the upcoming Guild meeting after the events.
12. Assist the new committee in any way appropriate to facilitate the smooth transfer of the committee's work. Turn over all supplies, equipment and records to these individuals after the August meeting
13. After voting is completed in July by the Guild, meet with the new members of this committee sooner on a 1:1 basis.

F. Other:

1. Maintain a record of all duties completed during your term
2. Prepare a Quilters' Sew-Ciety Year End Report regarding the duties completed and maintain a financial record of committee activities

- a. Original report is given to the President under which you served.
- b. A copy of this report is kept with the Activity Coordinators records.