

Quilters' Sew-ciety – Hostesses (Day and Evening)

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms
- C. **Committee Composition:** Four members: two day and two evening hostesses
- D. **Overview of Responsibilities:**
 - 1. Create a welcoming atmosphere for all those attending the QS Guild meetings.
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Hostesses should arrive at least 30 minutes before the start of the guild meeting
 - 3. Obtain the roll of numbered tickets from QS storage cabinets (afternoon meeting) or sitting at door (evening meeting)
 - 4. Before the meeting, consult the Program Chair for the door prize from speaker. If there are not any prizes from the speaker, use from your stash of extra door prizes
 - 5. If the speaker provides a door prize or more, these should count in the number of door prizes awarded.
 - 6. Be sure the day and evening Hostesses have access to the door prizes. Door Prizes will be stored in a labeled bin that is kept on top of the library units.
 - 7. If a budget from the Guild is needed so you can purchase some prizes, speak with the President and President Elect specifying the reasons and how much you feel is required. This meeting should take place by mid-November of each year, as the proposed budget for the following year is normally completed by the end of the year so the Board of Directors can vote on the budget come January

8. As each person enters the meeting room, greet them, check their nametags for the expiration date of their membership, and give them a numbered door prize ticket
 - a. First ticket to the membership person and the last ticket number (not actual ticket) to the membership person at the end of the meeting. These are used to tabulate attendee counts at both day and evening meetings
 - b. The numbered tickets are used for a door prize drawing held later in the meeting and to obtain an attendee count
9. New members, guests, people needing to renew membership or people who have forgotten their name tag, should be guided to the Membership table to obtain a one-time nametag
10. Conduct the door prize drawing
 - a. At the time of the door prize drawing within the guild meeting, check with the attendees to make sure everyone has a ticket
 - b. Four door prizes will be awarded during the day meeting and two door prizes will be awarded the evening meeting.

F. Other:

1. Contact President Elect with Hostess concerns or problems
2. Maintain a record-of duties completed during your term
3. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed
 - a. This original report is given to the President under which you served, with a copy of this report kept with the Hostess records
4. When double-ticket rolls get low in volume, speak to Treasurer for them to purchase another roll of tickets for your group.