

Quilters' Sew-ciety – Small Quilt Group Coordinator

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving an unlimited number of consecutive terms
- C. **Committee Composition:** One-member
- D. **Overview of Responsibilities:**
 - 1. Coordinate and create opportunities for QS members to form small quilt groups
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Facilitate opportunities for QS members to form small quilt groups by quilting interest:
 - a. Announcements at QS meetings and in the QS Newsletter
 - b. Announcements at QS meetings include a hard copy for the QS Secretary
 - c. Newsletter announcements submitted to the Newsletter Editor by the deadline established by the QS Newsletter Editor
 - d. Signup sheets made and posted at QS meetings
 - 3. Contacting the Small Quilt Group Coordinator if:
 - a. The small group in which you initially assigned does not meet your needs and you would like help finding a different group
 - b. Your group needs suggestions for projects/ideas
 - c. You would like help in identifying potential new members
- F. **Other:**
 - 1. Visit or contact small quilt group once a year for suggestions and to see if they can use any new members
 - 2. Maintain a list of current QS small groups and their meeting information

3. Contact President Elect with Small Quilt Group Committee concerns or problems
4. Maintain a record-of duties completed during your term
 - a. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed
 - i. This original report is given to the President under which you served, with a copy of this report kept with the Small Quilt Group Coordinator's records