

Quilters' Sew-ciety – Special Events

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:** Two members
- D. **Overview of Responsibilities:**
 - 1. Serve as a liaison between local special events/organizations and QS members regarding special events of QS interest or participation.
- E. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. Function as the QS contact person for organizations wishing to have QS as part of an event
 - 3. Solicit QS members to chair and/or help with each special event
 - a. Route any pertinent event information received to that QS volunteer
 - 4. Provide information regarding special events to QS guild members well ahead of the event
 - a. Making announcements at the guild meetings, including a hard copy for Secretary
 - b. Inform QS Facilitators, Webmaster, QS Newsletter editor and Facebook Administrator
 - 5. Special Events and QS Participation include, but are not limited to:
 - a. **National Quilting Day:** *normally 3rd Saturday in March*
 - i. Find a shop or other venue to host a group of sewers
 - ii. Arrange for demonstrations or a charitable project to work on
 - b. **Olmsted County Fair:** *normally 4th week of July*

- i. Solicit volunteers to demonstrate quilting at the fair (*usually Wednesday*) as well as setup, take down, and judging
 - ii. Contact: Kaye Johnson, Superintendent of Domestics, Olmsted County Fair
 - c. **Days of Yesteryear:** *normally 2nd weekend in August*
 - i. Solicit volunteers to demonstrate handwork at the show
 - ii. Contact: Olmsted County Historical Society
 - d. **Christmas at Mayowood:** *last week of October through first week of December*
 - i. Contact or call Olmsted County Historical Society in June to coordinate the room(s) to be decorated and to set up a tour date of those room(s) for the QS volunteers
 - ii. Solicit volunteers to decorate the room(s)
 - e. **Festival of Trees:** *week of Thanksgiving*
 - i. Solicit QS volunteer(s) in January to chair our participation in this event
 - ii. Confirm tree order (typically an 8' pre-lit tree) in late April/early May
 - iii. Forward all correspondence from Festival to the QS event chair(s)
 - iv. Help with tree pickup, if required
 - v. Contacts: Maria Molina at mmolina@hiawathahomes.org or 507-226-0731
 - f. **Habitat for Humanity:** Wrapping presents
 - i. Schedule a wrapping date in late September or October
 - ii. Solicit volunteers to cover the 12-hour commitment
 - iii. Distribute wrapping guidelines and payment procedures to volunteers
 - iv. Contact: Habitat for Humanity, 507-252-0849

F. Other:

1. Contact President Elect with Special Event Committee concerns or problems
2. 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 Special Event Committee's records