

## **Quilters' Sew-ciety – Sunshine Committee**

### **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:** One member
- D. **Overview of Responsibilities:**
  - 1. Send sympathy, get well, baby and congratulatory cards to QS members as needed.
- E. **Responsibility Details:**
  - 1. You are invited to attend all Board meetings. Attend when possible.
  - 2. Function as the contact person regarding illnesses, deaths, etc., for QS members
  - 3. January contact Newsletter Editor for a hard copy of Membership (free copy)
  - 4. Maintain a supply of a variety of greeting cards and stamps to use for sending to QS members as needed
  - 5. Maintain a current list of QS members
  - 6. Send out appropriate greeting cards to QS members as needed
- F. **Other:**
  - 1. Contact President Elect with Sunshine 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 Sunshine Committee's records