

Quilters' Sew-ciety –Activity Coordinators

Job Description: Group formed 2019

Organization Relationship: Standing Committee

Committee composition: Two members. If extra assistance is required for an event, these two individuals can request volunteers at Guild meetings.

Term: A two-year term with the option of serving an unlimited number of consecutive terms

Overall Responsibilities: Coordinate Guild Retreats and 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.

Budget: None (see below)

Responsibility Details:

1. Coordinate 1-2 weekend retreats yearly
 - Weekend retreat (Thursday-Sunday or Friday-Sunday)
 - Sleep in your own bed retreat (Thursday-Sunday or Friday-Sunday)
2. Bus Trips every 1-2 years
 - Year that there is QS Quilt Show coordinate a day trip only or not have a bus trip and have two retreats as listed above.
 - Year there is not a QS Quilt Show plan an overnight style bus trip.

Bus Trips and Retreats are to be self-sufficient. You will want to charge \$10-\$25 extra per individual so that all expenses for bus, retreat locations, prizes, beverages, treats, etc., can be paid out of these funds. Guild members are to be given a couple of months to sign up for these events. Let members know if not enough members by a specific date, and then the event will be opened up to nonmembers. Nonmembers should be charged an extra \$35-\$50 to participate. This encourages nonmembers to join the Guild.

Keep a list of all money spent. Prepare reimbursement request to submit to Treasurer with any receipts as needed. Make sure each committee member is reimbursed from budgeted money. Assume responsibility for insuring committee expenses stay within budget.

Make sure a report on each project is written and filed in the committee notebook. This notebook also documents all of the committee's internal procedures

Give quarterly report at the Board of Director/Standing Committee Meetings. Keep President/Vice-President updated on a monthly basis if issues/concerns arise.

Take pictures at each event and make a display board after event is held and display at the following Guild meeting. Give an update during Announcement time to all members at the upcoming Guild meeting after the events. Announce about the display board that they can view during break.

Assist the new committee in any way appropriate to facilitate the smooth transfer of the committee work. Turn over all supplies, equipment and records to these individuals after the December meeting. After voting is completed in November by the Guild, you may want to meet with the new members of this committee sooner on a 1:1 basis.

At the end of the year, a report is to be given to the President. It should include all information about the past year, budget or other concerns and recommendations for the next year.