

## **Quilters Sew-ciety –Small Quilt Group Coordinator**

Job Description: Revised 2018

**Organization Relationship:** Standing Committee

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

**Committee Composition:** One member

**Overall Responsibilities:** Coordinate and create opportunities for QS members to form small quilt groups

**Responsibility Details:**

Facilitate opportunities for QS members to form small quilt groups by quilting interest:

- Announcements at QS meetings and in the QS Newsletter
  - Announcements at QS meetings include a hard copy for the QS Secretary
  - Newsletter announcements submitted to the Newsletter Editor by the deadline established by the QS Newsletter Editor
- Signup sheets made and posted at QS meetings

Contacting the Small Quilt Group Coordinator if:

- The small group in which you initially assigned does not meet your needs and you would like help finding a different group
- Your group needs suggestions for projects/ideas
- You would like help in identifying potential new members

Other

- ***Visit or*** contact small quilt group once a year for suggestions and to see if they can use any new members.
- Maintain a list of current QS small groups and their meeting information.
- Contact President Elect with Small Group Committee concerns or problems
- Maintain a record of all duties completed during your term.
  - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed.
    - This original report is given to the President under which you served, with a copy of this report kept with the Small Group Coordinator's records.

**This should be a separate document from responsibilities.**

**Guidelines for setting up Small Quilt Groups:**

This should be a separate document and actually is a separate document at present. This could be copied and given to each new group. I not think the guidelines themselves belong within the responsibilities document. A line stating that a copy of the guidelines be given to each new group might be good.

Guidelines for setting up Small Quilt Groups:

- Select a chairperson for the small group
- Take turns meeting at member's home
- Groups are initially started with 4 members and are best if kept to 12 or less members.
  - If you can accommodate additional members, feel free to add members
  - QS member and non-members welcome to part of the small group
- Determine the length and time of your small quilt group's meetings (*weekly, monthly, morning, afternoon, evening, 2 hours, 3 hours, annual retreat, etc.*)
- If meeting over lunch, determine whether members will bring sack lunches, potluck, or if someone will prepare a lunch (*Keep it simple-soup, sandwiches, etc*)
- As small group members become familiar with each other, confidential information is often shared. Please honor our fellow members by keeping that information confidential within your group.
- Once your group determines its schedule, it is helpful to try to maintain a regular schedule. History has shown that changing schedules too often creates confusion and sometimes leads to dissatisfaction for the members.