

## **Quilters Sew-ciety –Special Events**

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:** Two members

**Overall Responsibilities:** Serve as a liaison between local special events/organizations and QS members regarding special events of QS interest or participation.

### **Responsibility Details:**

- Function as the QS contact person for organizations wishing to have QS as part of an event.
- Solicit QS members to chair and/or help with each special event
  - Route any pertinent event information received to that QS volunteer.
- Provide information regarding special events to QS guild members well ahead of the event.
  - Making announcements at the guild meetings, including a hard copy for Secretary.
  - Inform QS Facilitators, Webmaster, QS Newsletter editor and Facebook Administrator.

Special Events and QS Participation include, but are not limited to, the following:

- **National Quilting Day:** *normally 3<sup>rd</sup> Saturday in March*
  - Find a shop or other venue to host a group of sewers
  - Arrange for demonstrations or a charitable project to work on
- **Olmsted County Fair:** *normally 4<sup>th</sup> week of July*
  - Solicit volunteers to demonstrate quilting at the fair (*usually Wednesday*) as well as setup, take down, and judging.
  - Contact: Carolyn Barness, Superintendent of Domestics, Olmsted County Fair
- **Days of Yesteryear:** *normally 2<sup>nd</sup> weekend in August*
  - Solicit volunteers to demonstrate handwork at the show.
  - Contact: Olmsted County Historical Society
- **Christmas at Mayowood:** *last week of October through first week of December*
  - 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.
  - Solicit volunteers to decorate the room(s).
- **Festival of Trees:** *week of Thanksgiving*
  - Solicit QS volunteer(s) in January to chair our participation in this event
  - Confirm tree order (*typically an 8' pre-lit tree*) in late April/early May
  - Forward all correspondence from Festival to the QS event chair(s).
  - Help with tree pickup, if required
  - Contacts: Jennifer Sorensen, [jsorensen@hiawathahomes.org](mailto:jsorensen@hiawathahomes.org)
  - Contacts: Ardie O'Hanlon, Designer Chair

- **Habitat for Humanity-** Wrapping presents
  - Schedule a wrapping date in late September or October
  - Solicit volunteers to cover the 12-hour commitment
  - Distribute wrapping guidelines and payment procedures to volunteers.
    - Contact: Patricia McCleese, Habitat for Humanity, 252-0849 ext.

Other

- 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 Events records.