

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

Job Description: Revised 2018

**Organization Relationship:** Standing Committee

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

**Committee Composition:** One member

**Overall Responsibilities:** Send sympathy, get well, baby and congratulatory cards to QS members as needed.

### **Responsibility Details:**

- Function as the contact person regarding illnesses, deaths, etc., for QS members
- January contact Newsletter Editor for a hard copy of Membership (free copy)
- Maintain a supply of a variety of greeting cards and stamps to use for sending to QS members as needed.
- Maintain a current list of QS members
- Send out appropriate greeting cards to QS members as needed.

### **Other**

- Contact President Elect with Sunshine 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 Sunshine Committee records.