

## Job Descriptions

### Officers and Committees

All officers are required to maintain information pertinent to their term of office which must be passed on to their successor and Guild archives. Material should be conveyed both physically and electronically.

#### President

- Presides at all Guild and Board meetings
- Presides over election of officers
- Approves all voting committee chairs
- Appoints all special committee chairs
- Performs all other duties pertaining to the office and is ex officio member of all committees except the Nominating Committee
- Prepares a monthly message for the newsletter
- With the Treasurer, reviews all expenses and monitors the budget on an ongoing basis
- Schedules special Guild or Board meetings if necessary
- Prepares agenda for Guild and Board meetings
- Coordinates and presents annual awards
- May sign Guild checks and perform banking matters as needed
- May sign contracts for Guild activities requiring rented facilities
- Facilitates the transfer of banking credentials to new Board
- At least every two years initiates an audit
- Coordinates the transition of officers and committee chairs
- Certifies documentation and records retention from Board and committee chairs is complete and archived

#### Vice President, Program Director

- Serves in the absence of the president and automatically succeeds to that office on that officer's resignation, removal, or death
- Researches and secures speakers, and arranges various programs for monthly Guild meetings, coordinating with area guilds as desired
- Secures signed contracts from speakers outlining terms and conditions of contract with the Guild
- Secures and/or renews venue contracts for monthly Guild, Board and Workshops meetings
- Coordinates with the Treasurer to retrieve and distribute guild mail from PO Box
- Seeks input from Assistant Vice President for selecting workshops
- Provides information to Yearbook and Webmaster for advance publication

- May survey members for their interests and preferences in future programs and workshops
- Helps educate members on how programs and workshops are funded by the Guild
- Working with Assistant Vice President and the Board, recommends changes in workshop policies and/or fees
- Actively participates in annual budget preparations
- Provides contracted costs of speakers and any other related budget considerations (e.g., cost-sharing with other guilds) to Treasurer

#### Assistant Vice President

- Previews upcoming programs at Guild meetings and introduces speaker
- Secures housing for speakers in coordination with Vice President, Program Director
- Secures all transportation for speakers
- Addresses any special needs of speakers including dietary needs and/or assistance with their products being sold at Guild meetings
- Helps speaker set up, take down and pack up at Guild meetings
- May take speaker and other WAQG members out to dinner
- Submits receipts (invoice and tax Id) from speakers or Workshops to Assistant Treasurer
- Working with Vice President, Program Director; writes article for promotion for newsletter, website and social media to promote speakers and workshops
- Assists Vice President, Program Director as needed. Assumes the office in the event of a resignation, removal, or death
- Participates in budget process
- Submits for reimbursement any expenses incurred on behalf of a speaker's needs and transportation mileage (at the government established rate for non-profits)

#### Secretary

- Records and publishes minutes of Board and Guild meetings
- Presents a copy of the minutes to President for approval within 7 days of the meeting
- Keeps a file of non-financial official records and important dates. (For Records Retention purposes all meeting minutes have 'life of the Guild' retention.)
- When not in attendance at Board meetings, receives the minutes from the other Committee member and ensures proper format, distribution and archive
- Ensures minutes of Guild meetings are conveyed to Newsletter for publication
- Ensures all non-financial official records have an electronic backup stored separately (or in a protected fashion) from the physical records

- Collaborating with Parliamentarian, maintains Board references and archival copies of Bylaws, amendments to Bylaws and correspondence with governing Federal department for official guild records
- Reviews the Document Retention policy with the Board for potential updates every 2 years.
- Sends cards/notes in response to members' significant life events

#### Treasurer

- maintain file system that enables continuity for Treasurer and assistant Treasurer from one fiscal year to the next fiscal year. The Treasurer must keep the assistant Treasurer fully informed as to all financial activities of the Guild. The Treasurer may delegate authority to the assistant Treasurer for any aspects of the job of the Treasurer.
- Is responsible for all funds collected and disbursed by the Guild, and keeps accurate records based on generally accepted accounting principles, maintaining these records on a cash basis.
- May delegate authority to other Guild members to collect and deposit funds in the Guild.
- Prepares all required reports due to the State of Texas and the federal government including but not limited to Sales Tax Report, appropriate information returns to the IRS for independent contractor payments. The Treasurer will file all required documents with the IRS and State of Texas in a timely manner to maintain compliance with Federal and State statutes regarding non-profit organizations.
- Keeps and maintains the assumed name certificate current (the original is kept by the president with copies to Treasurer and Secretary).
- Maintains accounts in a federally insured Bank, specifically maintaining separate accounts for Operations, Show, Savings, and Investments; and keep separate records for Scholarship, Door prizes, Christmas funds and Workshops.
- Pays all approved bills and invoices for the Guild from appropriate funds in a timely manner.
- Maintains adequate Guild insurance policies.
- Coordinates with other Guild officers to retrieve and distribute mail received at the US Post Office. Coordinates with other Guild Officers and committee chairs in preparing

annual budget and keeps accurate records of matching budget and actual expenditures and revenue.

- Prepares monthly bank reconciliations and financial statements based on generally accepted accounting principles, providing a copy of the bank statement and reconciliation of each account to the president; presents the signed financial statements to the general membership each month.
- Provides expense reimbursement vouchers as requested by Guild members, and reimburses members in a timely manner, when properly signed and verified.
- Provides required documents for Audit, which shall be done at the end of the fiscal year, when a new Treasurer is elected.
- Provides for storage of audited financial records and data for a period of 10 years, unless otherwise approved by the Board.

#### Assistant Treasurer

- Coordinates and assists Treasurer of Guild in any jobs as needed
- Actively participates in budget process
- Assumes position of the Treasurer if needed and approved by the Board

#### Committee Responsibilities

- Attend all Guild meetings or designate someone to fulfill their responsibilities when unable to attend
- Recruit members to serve on committee, nurturing members' knowledge and skills
- Submit an article to the Newsletter Editor each month when warranted
- Attend monthly Board meetings when requested and as desired
- Work with Treasurer on proposed annual budget if committee has financial responsibility
- Prepare a report for the committee's annual business meeting in March and each committee manages their annual budget
- Maintain information pertinent to their term as Chair which must be passed on to their successor and Guild archives both physically and electronically
- Report updates to the Webmaster sub-committee

#### Voting Committees

Each committee gets 1 vote (sub-committees do not have a separate vote)

## Communications & Social Media (One vote for these three officers)

- Manages and coordinates a consistent Guild message and profile across all media, including the newsletter, website, social media, and community contacts
- Coordinates with Newsletter and Website members
- Identifies, encourages and/or supports opportunities for potential sponsorships, partnerships, and new outreach avenues
- Monitors and coordinates the combined messaging for sponsorship, partnerships, and outreach
- Assists in identifying, and upon vote by the Guild Board, ensures any charity sponsored by funds or items has a message and promotion consistent with Guild guidelines
- Develops generic Guild publicity (postcard, bookmark, business card, leaflet, etc) to distribute to area quilt stores and special interest groups
- Monitors costs of various media and may suggest alternatives or additional communications outlets
- Participates with Special Events Chairman in developing the publicity plan
- Administers authorized WAQG Facebook page and any other WAQG board approved electronic social media
- Posts WAQG items of interest for members and non-guild members
- Posts meeting cancellations or changes when necessary
- Monitors current authorized Guild Facebook (and any other site sponsored by the Guild and open to member posting) on at least weekly frequency to identify posts that do not reflect the Guild Code of Ethics
- Interacts with users and responds to social media, messages, inquiries, and comments. Also responds to moderation on social media alerts
- Prepares news releases/fact sheets for local newspapers about upcoming Guild meetings, speakers, and activities of the Guild
- Prepares and distributes fact sheets about The Woodlands Area Quilt Guild to area and internet quilt-related businesses/organizations
- Monitors ongoing publicity activity and updates as needed
- Oversees publicity of Guild quilt shows, auctions, Scholarship, boutiques, raffles, and any other newsworthy event
- Presents proposals for Guild advertising to Communications Chair and/or Board for approval before publishing

## Newsletter

- Publishes a monthly Guild newsletter for members in good standing
- Gathers and edits, for grammar, punctuation, spelling, and style errors from articles submitted by Board members, committees and/or Guild members. Prepares articles/guild information as needed

- Distributes newsletter delivery via email, and submits to Membership Chair any membership corrections received
- Coordinates with Communications and Social Media in soliciting newsletter sponsors as needed, remitting revenues to Treasurer. Maintains a listing of current sponsors
- Send out special notices for the Guild, e.g., meeting cancellations

#### Webmaster

- Keeps the Guild-sponsored web site up to date and maintained in user-friendly working order
- Ensures links are of interest and appropriate to Guild members' needs
- Presents new website plans and expenses associated with them for Board approval prior to implementation
- Manages event calendar for visiting guild raffle quilts
- Implements and maintains a members' only area on the guild website

#### Community Quilts

- Encourages Guild members to participate in helping various charitable organizations through quilting and other sewing projects
- With Board and Communications Chair approval, selects which charities will be supported
- Reserves venue for monthly committee meetings, determines group's projects, provides basic workshop supplies
- Manages the fabric storage in the Guild's storage unit
- Coordinates delivery or pick-up of items to be donated

#### Membership/Yearbook

- Maintains membership directory, striving to keep information current and accurate. (All members, whether new or renewing, will complete a membership form each year reflecting details to remain private.)
- Collects yearly dues and remits to either Treasurer or Assistant Treasurer or deposits directly
- Distributes Guild membership cards and yearbook in printed or electronic form
- Greets members and guests at meetings
- Signs up new members and provides them a new member information packet which, includes the most recent yearbook. Most recent newsletter is sent electronically within 4 days.

- Passes out ballots (e.g., for Sunshine Award) and copies of other things to be voted on (e.g., Bylaws revisions) at the Membership table as needed
- Records volunteer hours at membership sign-in
- Publishes the Guild's annual yearbook. Information includes current address information of Guild members in good standing provided by Membership.
- If member so indicates on form, ensures address, email address, and birthday are not listed
- Includes Guild history, mission statement, Bylaws, Standing Rules, description of offices and committee chair duties, and current sponsors
- May also include other information deemed pertinent by the Board

### Standing Committees (Non-Voting)

#### Beekeeper

- Assists persons wanting to join a bee with finding, or starting a bee for their area of interest
- Acts as liaison with bee members to answer questions about Guild policies, Board responsibilities and key Guild contacts
- Maintains any changes to the bee listing and submits it for publication in the newsletter and yearbook. The newsletter will include the date, time, and location of bee meetings, as well as a contact name and phone number.
- Maintains a listing of all bee members when the bee uses a facility under the Guild insurance to verify that all members are active in the Guild
- For Special Events coordinates the bee participation
- Visits each bee at least once a year

#### Christmas Fund

- Collects funds at January through November Guild meetings
- Deposits funds in Guild bank account and forwards documentation to Treasurer
- Presents various non-profit organizations to Board and Communications Chair for review and selection
- Implements distribution of funds collected/matched and/or purchase of goods distributed
- Reports final distributions to Board and membership

#### Door Prizes

- Procures items for prizes, sells raffle tickets, and conducts drawings at Guild meetings
- Deposits fund in Guild bank account and forwards documentation to Treasurer
- Submits monthly expenses and revenues report, including purchase receipts, to Assistant Treasurer who issues a receipt
- Provides list of items and winners' names to Secretary for Guild minutes
- Ensures the activity is self-funding and complies with regulatory requirements regarding sales tax

#### Exchange (Block of the Month)

- Creates a program for a monthly exchange of blocks, fat quarters, quilting items and/or ideas among Guild members.
- Encourages members to bring quilt shop quality items to the Guild meeting each month to participate in an opportunity to go home with an exchanged, like item
- Distributes prizes/items to member(s) present at meeting

#### Librarian

- Purchases educational materials, such as books, videos, and tools for the Guild library
- Makes the items available at Guild meetings to be checked out by Guild members; monitors their return on a timely basis
- Maintains and makes available a list of all titles owned by the Guild
- Periodically culls titles that are not being used or are outdated and makes these items available for purchase by Guild members or donates them to an appropriate non-profit with the Board's approval
- Provides Property Curator/Treasurer with list of items sold or donated after each event as part of assets dispersal records
- If library items are sold, the librarian remits collected funds to the Assistant Treasurer, who issues a receipt
- Board to put sales back into library budget operating account

#### Parliamentarian

- Maintains order during all meetings following the current edition of Robert's Rules of Order, Newly Revised
- Ensures that all governing policies of the Guild are adhered to be they Bylaws, Standing Rules, or general rules of conduct adopted by the Guild

- Oversees any amendments to the Bylaws and makes sure that any said Bylaws are duly reported to the governing Federal department and are published in Guild records
- Ensures Secretary has archival copies of Guild policies, Committee descriptions, Bylaws, amendments to Bylaws, correspondence with governing Federal department for official guild records and anything else needed for Board and Committee records
- Acts in an advisory capacity only to the President and Board (does not have voting rights)

#### Property Curator

- Monitors guild-owned property (equipment, keys, and other capital purchases), maintains inventory of these items, and their locations and custodians
- Collaborating with Treasurer, helps maintain a record of capital assets of the guild, including purchase receipts and warranties, until no longer required for IRS purposes or as deemed necessary. Said record must include how and when purchased items were disposed and reported to the Board at the next meeting.

#### Quilts of Valor

- Reserves venue for monthly committee meetings, determines group's projects, provides basic workshop supplies
- Manages the committee's fabric storage in the Guild's storage unit if necessary
- Coordinates delivery or pick-up of items to be donated
- Selects recipients of quilts either through an organization or individual contact

#### Christmas Party Committee

- Responsible for organizing the Guild's annual Christmas Party
- Scholarship Quilt Coordinator
- Oversees the entire raffle quilt process, which includes supervising the Quilt Making Committee, the Take the Quilt for a Ride Committee, and the Applicant Selection Committee.
  - Supervises the overall timeline for completion and marketing of raffle quilts. Note: There will be two scholarship quilts in progress- Quilt 1 in construction progress, Quilt 2 completed and being marketed.
  - The annual timeline is as follows:
    - January/February: Quilt 1- Design proposal researched and finalized
    - February Board Meeting: Quilt 1- Design proposed for Board approval
    - March through November- Quilt 1- Construction and completion

- April Newsletter Quilt 2- Applications go out to membership
- Late May/Early June - Quilt 2 - Applications due
- July General Meeting - Quilt 2 - Recipient name(s) communicated to President
- August Newsletter - Quilt 2 - Announce the Scholarship recipient(s)
- August Guild meeting - Quilt 2 - Recipients presented to Guild
- December Guild meeting - Completed Quilt 1 presented to membership; Quilt 2 drawing is held
- Following January through December- Quilt 1 is marketed
- Following December Guild meeting- Quilt 1 is awarded to recipient
- Coordinate with Communications Chair to assist in the marketing of the quilt, supplying pictures/posters and any other advertising to be used.
- All Board members will be allowed to purchase tickets and receive the quilt if their ticket is drawn.

#### Quilt Making Chairperson

- Presents quilt proposal to the Board for its approval, including pattern, fabric ideas, size, and estimated costs of completed quilt. This should be done at the January or February Board meeting of the year before the quilt will be awarded to a winner.
- Ensures we are recognizing copyrights (if a pattern is used) by getting permissions from the designer/artist/magazine.
- Obtains bids, if needed, for quilting; there is no need for the bidding process if the committee finds a qualified quilter who volunteers to provide the service at no cost.
- Allows a Board member to be paid if they are the winning quilting bid.
- Oversees the timely completion of the quilt.

#### Applicant Selection sub-committee

- Defines scholarship applicant requirements which include any Guild member or directly related (child, grandchild, spouse, parent) for the purposes of higher or continuing education.
- Prepares packet for scholarship applicants explaining duties and key dates
- Advertises to Guild the requirements, critical dates and the fund distribution methodology.
- Recruits a minimum of four (4) members that are not related to any scholarship applicant to select the recipients and funding level.
- Invite recipients to August meeting for presentation.
- Initiate request to Treasurer that award monies be sent to scholarship recipients.
- Present scholarship awards to scholarship recipients before the Guild.

### Take Our Quilt for a Ride sub-committee

- Displays and sells tickets at all Guild events
- Remits proceeds to Assistant Treasurer and forwards receipt to Scholarship chair
- Encourages members to sell tickets to friends, neighbors, and relatives.
- Coordinates Scholarship Quilt's travel schedule to and from quilt guild meetings, craft shows and other locations where raffle tickets may be sold.
- Conducts drawing of winning ticket and awards quilt to winner.

### Show & Tell

- Organizes the showing of members' projects they wish to share with the Guild
- Collects brief information about each person showing items and any information of interest
- Narrates the Show & Tell segment of the Guild meeting
- Coordinates with photographer, Communications Chair and Webmaster to get projects photographed, identified and posted to a member accessible web site
- Prepares an article for the Guild newsletter as needed

### Sound System

- As custodian, keeps the Guild sound system, bringing it to Guild meetings as necessary
- Operates the sound system during Guild meetings
- Consults with Board if new equipment or repairs are needed
- Ensures all sound equipment and any accessories are listed in Guild inventory

### Social Events

- Organizes social events for Guild membership such as retreats and bus trips
- Informs members of various planned social events that are taking place

### Workshops

- Promotes workshops by displaying works and information about speaker prior to his or her appearance at the Guild

- Registers members for workshops and collects monies for workshops deposits in Guild account with documentation to the Treasurer; provides attendees with list of supplies needed
- Helps speaker set up, take down and pack up at Guild meetings
- Opens and sets up facility for workshop, providing logistical support to speaker such as whiteboard, projector, and design wall. As custodian, brings regular Workshops supplies
- Arranges for and purchases speaker's lunch during workshop
- Submits any receipts for costs incurred on speaker's behalf to Treasurer for reimbursement
- Helps educate members on how programs and workshops are funded by the Guild
- Coordinates with Vice President, Program Director, to procure meeting place for workshops and complies with rules of said meeting place
- Working with Vice President, Program Director and the Board, recommends changes in workshops policies and/or fees

## Special Committees

### Nominating Committee

- Working with Board and Committee Chairs, identifies and interviews candidates for openings in the Board
- Provides a list of the slate of officers to the Newsletter for publication by the January deadline for the February edition
- Presents the proposed slate of new officers to the membership, and accepts nominations from the floor, if any, as proscribed by Bylaws at February Business meeting

### Fund Raising – Special Events

- Selects the venue, date and time and theme and/or name of the event
- Establishes a budget in accordance with the WAQG annual budget
- Decides on specific activities at the event
- With the approval of the Board, signs contracts with the facility, and supporting services
- Working with the Treasurer, assures we have adequate insurance
- Coordinates with Communications committee promoting the event and duties for an Event Publicity subcommittee
- Creates and manages sub-committees as necessary to head different activities and organize volunteers to produce a successful event
- Determines any additional fundraising items to be sold in conjunction with the event (e.g., T-shirts, tote bags, posters, cookbooks, DVDs)

- If a charity is to be sponsored, selects that charity with Board's approval and determines what percent of net profits will be donated to it
- Promotes guild interest and participation in the event, workshops, and volunteer opportunities through newsletter, guild meeting and social media
- Shares photo files and documents, such as bidding forms and donation forms, with the Newsletter, Webmaster and Social Media sub-chairs
- Works with the Webmaster if an e-mail address needs to be created for vendors or suppliers
- Documents and archives all planning, pre and post budget, contact information and material created to advertise or run the event
- Coordinate with Website sub-committee to keep website updated