

KANATA QUILT GUILD POSITION DESCRIPTIONS

EXECUTIVE POSITIONS

President

- Preside over all meetings of Kanata Quilt Guild and Executive.
- Prepare, with the team, the program, activities, budget and agenda for all meetings.
- Sign contracts on behalf of guild.
- Prepare the annual report of the work of the Guild for presentation at the annual general meeting.
- Be responsible for day-to-day running of the guild, including communications with the members, via website, newsletter or email.

Vice President

- In absence of President, perform duties of the President.
- Receive nominations and conduct elections for incoming Executive.
- Work with the various committees and volunteers to ensure a timely and effective set-up is accomplished for each monthly Guild meeting, including sound system.
- Manage the Show and Tell program.

Treasurer

- Maintain funds of the Kanata Quilt Guild, including records of deposits and disbursements in a conventional banking institution.
- Issue receipts to businesses that advertise in our newsletter.
- Ensure that signing authorities are in place.
- Prepare an Annual Budget, financial statement, and regular member updates.
- Ask two other members of the guild to conduct an annual review of the account books once the accounts have been reconciled.

Secretary

- Record minutes of all monthly meetings, Executive meetings and the Annual General Meeting.
- Distribute minutes of meetings to Executive.
- Maintain files of all minutes, reports, and correspondence.

Membership Co-ordinator

- Maintain, update and distribute membership list on a need to know basis to key volunteers.
- Update membership renewal form and organize annual membership renewal.
- Welcome members and guests to the meetings. Provide sign-in sheet and visitor sheet each month. Provide monthly attendance numbers to the secretary to be included in the minutes.
- Order, prepare and distribute membership cards.
- Order and distribute name tags.
- Collect all guest fees each meeting and submit fees to Treasurer.

Program Director

- Identify and contact guest speakers and arrange contracts for services. Maintain a list of possible speakers for future meetings.
- Arrange payment for speakers with Treasurer.
- Ensure set up for speakers and prepare thank you notes.
- Submit monthly updates to the newsletter and website to ensure members are fully aware of upcoming program.
- Attend Inter-Guild meeting for Program Directors.

Communications Manager

- Maintain and update the website on request from Executive (receive confirmation/approval of content before posting) in a timely manner.
- Work with contracted Technical Support person to solve any problems and/or issues with the website if necessary.
- Post the monthly newsletters and archive past newsletters.
- Upload pictures when provided.
- Liaise with other guild groups / volunteers i.e. newsletter, program, etc., to ensure accurate information is posted.
- Ensure up-to-date program lists, workshops, and membership forms are posted and accurate.
- Suggest new ideas for improvement to the website.
- Maintain membership list in Constant Contact database; create and send mailings as determined by the Executive, e.g. Newsletter, meeting reminders, sew day reminders, etc.

Past President

- Facilitate transition to the new Executive, continuing in an advisory capacity.
- Continue as ex-officio (non-voting) member of the Executive.

NON-EXECUTIVE VOLUNTEER POSITIONS

Newsletter

- Gather information and articles from all activity volunteers for the monthly newsletter.
- Prepare the newsletters, using software program of choice.
- Email completed newsletter as a final PDF (as well as a Word document) to the Webmaster and President one week prior to each monthly meeting, allowing the Webmaster to post the newsletter to the Guild website in a timely manner.
- Solicit advertisers for newsletter ads and maintain a list of advertisers. Set advertising fees in consultation with the executive.

Workshops

- Plan a selection of interesting workshops, establish workshop dates, recruit instructors, establish the fee for the instructors, and set the workshop participant price.
- Correspond with prospective instructors, confirm the workshops, advertise to the membership.
- Sign up, collect payment, and provide supply list to the participants.
- Arrange payment from the treasurer prior to the workshop and prepare a thank you card for the instructor.
- Ensure a workshop monitor from the Guild is on site during the day of the workshop to set-up the classroom, including necessary equipment, ironing boards, irons, extension cords, etc. and to assist the instructor as required.
- Communication: provide the webmaster with current information on all workshops, and be prepared to speak at the Guild meetings when required.
- Establish, with the Executive, the workshop policies and procedures.

Meeting Set Up

- Setup and store chairs, tables, quilt frames for each meeting as needed.
- Work with Vice President and Program Director for any special arrangements required for each meeting.

Door Prizes

- Purchase door prize items each month.

- Distribute tickets for door prize and administer the draw.
- Track the winners and provide the winners names to the secretary to be included in the minutes of the meeting, and the newsletter.

Shop of the Month

- Arrange for a "Shop of the Month" element for the Guild year.
- Ensure no scheduling conflict between speaker and shop.

Sew Days (In-Person)

- Establish, with the Executive, the Sew Day dates, policies and procedures.
- Maintain equipment required, which may include irons, ironing boards, power bars, extension cords.
- Purchase new items as required.
- Set up and take down for in-person sew days.

Block of the Month / Quilt Along / Guild Group Activity

- Plan and write the instructions for the selected activity, and prepare an example using instructions, for the meeting if required.
- Provide copies of instructions for members and guests who do not have email.
- Administer the activity on a monthly basis, record number of participants, submit updates to the newsletter or website to ensure members are informed.

Quilties

- Inspire guild members to make Quilties.
- Provide monthly update for newsletter.
- Keep track of number of Quilties received and participants' names.
- Provide labels and/or kits.
- Ensure Quilties are labelled, thread free and have no gaps or holes.
- Deliver Quilties to designated hospital monthly or as required.

Charity / Community Outreach

- Inspire guild members to participate in community outreach initiatives.
- Find community agencies in need of donated quilts.
- Keep track of quilts in progress and participants' names.
- Deliver quilts to designated charities.
- Provide monthly update for newsletter.
- Manage fabric donations.
- Purchase batting and backing as needed to finish quilts.

CQA Representative

- Maintain and renew the KQG's membership with CQA.
- Receive correspondence from CQA and provide updates to the Guild's membership via the newsletter or announcements at the monthly meetings.

Zoom Team

- Manages guild Zoom subscription for the year.
- Creates meeting links and sends to Communications Manager for distribution to members.
- Manages Zoom meetings and virtual sew days, able to assist members with technical issues as they arise.

Retreat Coordinator

- Organizes day or weekend retreats for the membership.

- Book location, establish costs and maximum number of participants, collect fees, coordinate with venue: payment, accommodation and food requirements.
- Plan fun activities for the retreat, with prizes, etc.