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# GUILD POSITIONS AND DUTIES

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A Guide to Volunteering Opportunities at the Quilters Guild of Plano

QUILTERS GUILD OF PLANO

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# President

Preside all member meetings and Board of Director meetings.

## Supervise

- All the business and affairs of the Guild.
- Activities of the Parliamentarian.

Create temporary committees as needed.

Establish schedules and meeting agendas.

Provide final approval of the newsletter.

Oversee activities of the TAQG position.

## Responsible for:

- The General Insurance Policy of the Guild.
- Post office box keys.
- Auditing treasurer's books.

Prepare written annual report.

# Texas Association of Quilt Guilds (TAQG) Representative

Liaison between  
the Guild and  
TAQG.

Attend TAQG  
meetings.

Report information  
to the President  
and the  
Newsletter editor.

Submit a written  
report to the  
President.



## Vice-President of Membership

Notify the president that a quorum is present before each meeting.

Keep an up-to-date record of Guild members.

Record and greet all Guild members and guests.

Give door prizes.

Collect and forward dues.

Maintain cash box.

Issue membership cards.

Maintain supply of membership forms, cards, information packets.

Update electronic membership rolls monthly.

Write an article in the monthly newsletter.

Email birthday list monthly.

Maintain a listing of current members.

Maintain the membership table at the Quilt Show.

Send a list of members to TAQG yearly.

Compile a written annual report.

## Committees of the VP of Membership

Bee Keeper

Nine-Patch/Farewell Gift

Hospitality/Welcome

Door Prizes



## Bee Keeper

Maintain a list of small groups, including groups seeking new members.

Assist member in finding small group affiliations.

Maintain the list of active groups on the website, including a contact person.

Assist the Vice-President of Membership with New Member Teas or other social events related to small groups.

Submit a written report to the Vice-President of Membership annually.

## Nine-Patch/Farewell Gift

Announce the names of members moving away from the Guild.

Coordinate collection of nine-patch blocks and mail nine-patch blocks to departing members.

Submit a written report to the Vice-President of Membership annually.

## Hospitality/Welcome

Provide greeters for new members and guests at each meeting.

Assist the Vice-President of Membership with New Members Teas or other social events designed to welcome new members.

Assemble and distribute new member gift bags at meetings.

Submit a written report to the Vice-President of Membership annually.



## Door Prizes

Serve as liaison between area quilt shops participating in door prize program and guild.

Submit a written report to the Vice-President of Membership annually.



## Vice-President of Guild Activities

Coordinate advance notice of activities with Newsletter Editor.

Compile an annual report.

## Committees of the VP of Guild Activities

Block of the Month

Fat Quarter Lotto

Retreat

Raffle Quilt

## Block of the Month

Prepare directions for quilt block(s) and make the directions available at the monthly Guild meeting.

Provide quilt block directions to the Newsletter Editor and Webmaster.

Conduct a drawing for a door prize from among participants.

Submit a written report to the Vice-President of Guild Activities annually.





## Fat Quarter Lotto

Determine monthly fabric choices for the drawing at the guild meeting.

Collect fabrics at the meeting.

Conduct a drawing from among the contributing participants.

Provide advance notice of fabric choices to the Newsletter Editor and the Webmaster.

Submit a written report to the Vice-President of Guild Activities annually.

## Retreat

Coordinate plans for Guild retreat(s) including signing contract with selected retreat facility.

Create monthly reports to Vice-President of Guild Activities.

Compile and submit a written retreat status report to the Vice-President of Guild Activities annually.

## Raffle Quilt

Coordinate plans for raffle quilts.



## Vice-President of Community Service

Act on behalf of the Guild as a liaison with other community service organizations.

Present community service organizations to the Board of Directors for approval as recipients.

Allocate charitable donations, such as quilts and other items, to selected community organizations.

Coordinate activities related to the donated items.

Compile and prepare an annual report.

## Committees of the VP of Community Service

Community Projects Chair

Christmas Stocking  
Projects Chair

Special Projects Chair

## Community Projects Chair

Evaluate requests  
and recruits and  
coordinate  
volunteers.

Collect, sort, store,  
distribute, and kit  
fabric and other  
materials donated to  
the Guild for use by  
members.

Organize workshops  
to produce service  
quilts.

Submit a written  
report to the Vice-  
President of  
Community Service  
annually.



## Christmas Stocking Projects Chair

Have stocking kits available at the Guild meetings.

Assess the needs of organizations that may need stockings.

Organize and run necessary “stocking sew” meetings.

Submit a budget to the Vice-President of Community Service.

Organize filled or unfilled stockings in preparation for delivery to approved agencies.

Submit a written report to the Vice-President of Community Service annually.

## Special Projects Chair

Oversee special projects assigned by the committee.

Report to the Vice-President of Community Service.



## Vice-President of Education

Plan, coordinate, schedule, and execute specific educational opportunities for the Guild.

Respond to requests from the community for educational programs.

Create and research new educational opportunities within the community.

Build liaisons with other local educational and artistic organizations.

Compile and submit a written annual report.

## Committees of the VP of Education

- Education for Children
- Adult Education
- Organizational Education

### Education for Children

QGP Quilt Show

International Festival

Learn to Quilt Classes

### Adult Education

Plano Community Homes

Retirement Communities

Learn to Quilt Classes



# Organizational Education

Parks and  
Recreation  
Department

Schools

Churches

Plano Art  
Center

Heritage  
Center



## Vice-President of Finance

Responsible for all funds and securities of the Guild.

Receive and give receipts for monies to the Guild from any source.

Deposit all monies in the name of the Guild in banks and other determined depositories.

Maintain all corporate financial records ready for audit on request.

Provide a financial report to present at each Board Meeting and publish monthly on the website.

Make financial reports available to Guild members for viewing at the monthly general meeting.

Audit the financial records semi-annually.

Complete all State and Federal financial forms.

Finalize financial records through September 30<sup>th</sup>.

Prepare:

- Full financial report to present to the Board of Directors before the October meeting.
- Projected budget

Review the proposed budget with incoming Vice-President of Finance.

Keep keys to safety deposit box.

Compile and prepare a written annual report.

## Committees of the VP of Finance



- Treasurer
- Guild Products
- Inventory

## Treasurer

- Assist the Vice-President of Finance.
- Stand in for Vice-President of Finance when absent.
- Maintain the Quicken accounting system.
- Submit a written report to the Vice-President of Finance annually.

## Guild Products

- Maintain inventory and promote the sale of Guild products.
- Collect money from sales.
- Maintain a supply of Guild pins and awards.
- Submit funds collected.
- Submit a written report to the Vice-President of Finance annually.

## Inventory

- Maintain a current listing of all Guild assets and inventory all assets.
- Develop procedures for monitoring the location and transfer of Guild assets between persons.
- Submit a written report to the Vice-President of Finance annually.



## Vice-President of Media

Coordinate all Guild communication with the community and media.

Responsible for solicitation and management of advertising for inclusion in Guild newsletter, collection and record keeping of payments of ads and processing payments to the Vice-President of Finance.

Surf the web to identify websites that can drive traffic to the Guild website.

Compile and prepare an annual report.

## Committees of the VP of Media

Email Coordinator

Publicity/Social Media

Webmaster

Historian

Newsletter

## Email Coordinator

Transmit  
emails.

Maintain a list  
of members'  
email  
addresses.





## Publicity/Social Media

Post the notice of monthly meetings in local newspaper and other media sources.

Promote Guild activities in the media.

Prepare and distribute information to local quilt shops.

Maintain a file of possible publicity sources.

Maintain "FYI" tables at the monthly guild meetings to keep members informed about area of quilt-related activities.

Submit a written report to the Vice-President of Media annually.

## Webmaster

Maintain and update the Guild's website with information and photos from the officers and committee chairs.

Maintain access and folder on Dropbox.

Submit a written report to the Vice-President of Media annually.

## Historian

Photograph Guild activities.

Send edited digital pictures to the Newsletter and the Webmaster.

Submit a written report to the Vice-President of Media annually.



## Newsletter

Send reminder email to guild officers and committee heads soliciting inputs for the newsletter.

Compile a monthly newsletter from board members and other submitted articles, and advertisements.

Send a rough draft to the Board for proof reading, make requested corrections, and then send the newsletter to the webmaster.

Take suggestions for publication in the newsletter by the vice-presidents and committees.

Include link to the minutes of regular meetings.

Include link to the minutes of the Board meetings.

Include link to the monthly financial summary.

Include the nominated slate of officers in the July newsletter.

Include a link to the Annual Treasurer's Report in October.

Submit a written report to the Vice-President of Media annually.



# Vice-President of Programs

Coordinate, arrange, and follow-up on programs and workshops.

Publicize advance notice of programs and workshops with the Newsletter Editor and other appropriate outlets.

Plan programs up to two years in advance.

Arrange local accommodations and transportation for guest speakers.

Register participants for workshops, collect workshop fees, and forward the fees to the Vice-President of Finance or Treasurer.

Manage workshop facilities and equipment.

Compile and prepare a written annual report.

## Committees of the VP of Programs

- Pre-Workshop Coordination
- Speaker Liaison
- Friday Assistant
- Saturday Assistant
- Facilities

## Pre-Workshop Coordination

Send reminder to workshop attendees with info about location, supply list, etc.

Coordinate with speakers to make sure they will be able to provide lecture/workshop(s).

Coordinate with event facilities to make sure there are no issues for the upcoming events.



## Speaker Liaison

Pick up speaker at the airport.

Provide transportation to hotel, dinner, and guild meeting.

## Friday Assistant

Transport speaker to and from workshop.

Arrange for attendees and teacher lunches.

Attendee check-in, etc.

Take speaker to dinner.

## Saturday Assistant

Transport speaker to and from workshop.

Arrange for attendees and teacher lunches.

Attendee check-in, etc.

Transport speaker to the airport.

## Facilities

When facilities are needed, locate an appropriate facility for Guild meetings and/or workshops.



## Quilt Show Chair

Responsible for the Quilt Show.

Appoint and oversee committee.

Prepare show budget.

Conduct meetings of the show committee regularly.

Make recommendations for and help train the next show chair.

Conduct meetings to make sure needs of each committee member are being supported.

Responsible for arranging upcoming show raffles and facilities arrangements.

Compile and prepare a written annual report.



## Committees of the Quilt Show Chair

Secretary

Vendors

Judges

Hospitality/Volunteers

Quilt Angels

Setup-Take Down

Signs and Ribbons

Registration/Give Back

Assistant Treasurer

Publicity/Program Advertising

Program

Raffle Quilt

Kids Area

Community Service

Door Prizes

Admissions

Mini Quilt



## Secretary

Keep the minutes of the general meetings and meetings of the Board of Directors.

Give all notices in accordance with the provisions of the By-Laws or as required by law.

Attend meetings as scheduled by the Guild or by the Board of Directors.

Serve as custodian of all corporate documents.

Send a copy of the minutes of the general meetings to the Newsletter Editor prior to newsletter deadlines.

Maintain record book(s) in which the By-Laws, Policy and Procedure manual, newsletters, and minutes are entered, with any amendments to these documents properly recorded; have the current record book(s) on hand at every meeting.

Compile and prepare a written annual report that accurately reflects the duties performed, including duties of committee members under Secretary Supervision.



## Nominating Committee

Five members and two alternates selected no later than the May regular meeting.

Prepare and present a slate of officers consisting of one or more candidates for each elected office in the July edition of the newsletter.

