

**Cherokee Rose Quilters Guild  
November 2011**

**Officers, Standing and Ad Hoc Committees:**

**Job Description (*in addition to those in the by-laws*)**

**Bee Keeper** - Organizes monthly meetings for day bees, which are generally held in various members' homes. Dates, location and any planned activity are communicated to members at the meetings and to Newsletter Editor.

**Challenge Quilt** - is responsible for coming up with a unique idea for a challenge quilt. They set the rules and the prize awards.

**Community Service** - Recommends projects to the guild that promote quilting, educate the community about quilting, or provide a service to the community in Douglas County. Organized completion of project and provides information to the Historian.

**Day Secretary** - Takes minutes of the day meeting and provides them to the Newsletter Editor.

**Golden Scissors** -. Organizes the show and tell portion of our meetings. Responsible for passing out the golden scissors/pin Awards and collecting the Golden Scissors Form. The information on the form (name of person, name of quilt pattern and the award that was given) shall be published in newsletter with the picture of the quilt. The forms are given to the historian to record in a scrapbook and the forms are discarded. All Rules and Forms are included in the Membership Booklet or on the Website.

**Historian** - Collects photographs, newspaper articles and other materials that will document the history of Cherokee Rose Quilters Guild and includes in scrapbook.

**Hospitality** chairperson maintains supplies for both day and evening hospitality. The chairperson shall have helpers who will be responsible for providing snacks/food for day and night meetings. The chairperson along with the helpers will coordinate with the Program Committee to organize lunch, usually participants bring brown bag if program is going to last through lunch. The chairperson will arrange for someone to arrive early to make coffee and set up mid-morning snacks. Recruits guild members to provide refreshments and/or assigns tasks. Ensures proper clean-up and secure cabinet.

**Librarian** - Maintains an accurate and organized catalogue of materials available for signing-out, keeps the library in a neat fashion easy to locate book, video/dvd or pattern desired by member. Purchases new books and encourages use of the materials.

**Membership** - Dues are collected and information forms gathered from members. Gives dues collected to the Treasurer. Greets members and visitors at each meeting. Provides a tally of members in attendance, along with the visitor information (by sign-in sheets). Assembles and distributes the membership booklets and membership cards. Each month sends the current month birthday list to the Newsletter Editor. Provides a complete e-mail list to the Newsletter Editor/Webmaster and notifies them with any changes or additions. Sends Newsletter Editor list of members that receive Newsletter monthly by mail and visitors receiving a Newsletter. Provides name badges, membership booklets, etc. to new members when they join and forwards their information to appropriate Committees. Sends a Spouse List to the Sunshine Committee. Sends e-mail reminders for meetings and manages the Door Prize Drawing and the Fat Quarter Lottery. Calls members requesting a call a few days prior to the meeting to remind them of the meeting and provide any special reminders. If member reports illness or a need, informs the Sunshine Committee.

**Newsletter Editor** - Collects information from various officers and committees and creates a paper and electronic newsletter. Prints copies of the newsletter and mails it to members. An electronic copy of the newsletter is forwarded for our website. Newsletter is mailed and posted on the website about a week before the day meeting each month so that members can prepare.

**Night Secretary** - Takes minutes of the night meeting and provides them to the Newsletter Editor.

**Photographer** – Takes pictures at meetings of important activities and members' Show n' Tell quilts. Makes a copy of the photo and gives to the Historian. A quilter can request a hard copy of the photo or an e-mail of a digital copy. Also takes photos of events, i.e. speakers, workshops, etc., for the Historian.

**President** - Presides over night meetings and Executive Committee Meetings (and day meeting if the Vice President is absent). Standing and Ad Hoc Committees are appointed by the President as the official representative of Cherokee Rose Quilters Guild. Guarantees the facility is available for guild meetings.

**Program** - Programs are scheduled for day and night meetings and possibly one or two workshops during the year. Contacts speakers/teachers/guild member, makes arrangements for their presentations/classes, including any equipment needed by the speaker/teacher. Gets supply lists from teachers and distributes to attendees, sets any fees needed to cover the cost of workshops or supplies and collects the fees. Gives monies collected to the Treasurer in timely manner. Program information is provided to Newsletter Editor, Webmaster and Publicity Committee.

**Publicity** - acts as a liaison to the community. Organizes quilts to be displayed at Douglas WellStar Hospital and the display at the Douglas County Library. Supplies guild information to various newspapers and other publications. Takes guild brochures to locations visited by quilters.

**Quilt Till You Wilt** - Selects several Saturdays each year for QTYW. Secures dates availability with facility and plans the event. Information is provided to the Newsletter Editor Webmaster, and Publicity Committee. Obtains door prizes and organizes lunch and dinner. Fees that are collected from attendees will be submitted timely to Treasurer.

**Sunshine** - Sends cards and makes calls to members experiencing illness or other needs and informs guild members through the newsletter and at the meetings.

**Treasurer** - Has the responsibility for Cherokee Rose Quilters Guild funds. Is to keep accurate records of transactions, receives monies and deposits such in CRQG account. Checks are to be written for activities and reimbursement in a timely manner. Maintains and provides up-to-date budget expenditure information.

**Vice President** - Serves as the Chairperson of the day meeting and performs the duties of the President if absent. Assists the President in representing CRQG and acts as the Liaison (or appoints a liaison).

**Ways and Means** - Is responsible for bringing in addition monies to support the activities of CRQG. This includes starting new projects, with a guild vote if any expenditure is needed, continues or finishes up projects from the previous year. Examples of fund raising activities include the annual "Rauction", merchandise sales, raffles, etc. Any monies collected are given to the Treasurer with a detailed accounting.