

Conejo Valley Quilters - Job Descriptions

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Conejo Valley Quilters - Job Descriptions

Activities – Organizes Good, Bad, and Lovely annually, Holiday Social first Monday in December, and any other optional guild round robin or field trip. Typically organizes and runs Board Retreat (see separate description).

Good, Bad, and Lovely:

- Obtains fabric from Philanthropy/storage unit and puts a sufficient amount of 3 or more fabrics into brown bags for members to make quilt tops.
- Provides articles for newsletter and meeting announcement stating rules and deadlines of challenge.
- Distributes the bags to interested participants and keeps track of them.
- Organizes the G, B, and L presentation: sufficient quilt stands, voting ballots, prizes

Holiday Social:

- Plans event and provides newsletter article and email blast inviting members to holiday social indicating food for potluck, and any socks, toys, or other items that might be collected that night for our philanthropic organizations.
- Purchases supplies – paper goods, table decorations, and any special activity supplies for the evening.
- Solicits volunteers and takes part in set up and take down arriving at the hall early.

Optional round robin or field trip:

- Responsible for planning and organizing any additional activities.
- In the event of a field trip, committee responsible for research, contacting fabric companies, arranging sign-ups and carpools or bus and collecting any fees necessary from participants.

Board Meetings:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

- Prepare annual budget using current fiscal year's figures as well as any future anticipated changes in income/expenses. Both outgoing and incoming chairpersons should be involved in creating the budget which is due to Treasurer and Presidents May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting along with appropriate expense report.

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Block Party – Periodically provides a pattern to members, ensuring copyrights are respected.

Anytime as needed:

- Locates appropriate patterns, respecting designers' rights.
- Makes paper and electronic versions of patterns available, as appropriate.
- Send information on upcoming blocks and exchanges or drawings to the newsletter editor and website manager
- Arranges to display finished products at guild meetings, shows, etc., if desired.

Prior to Monthly Guild meetings:

- Remind participants to bring sewn patterns to the meeting.

Monthly:

- Distributes patterns at guild meeting.
- Arranges for exchanges or drawings, if desired.
- Encourages members to participate and to donate results to philanthropy.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

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Board Retreat – Organizes all preparations and activities associated with the CVQ annual retreat to promote friendly atmosphere where members can relax and sew. (*Typically occurs Thursday thru Sunday in February at Saylor's Sandcastle for which board members are given first preference.*)

Before Retreat:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.
- Security deposit and reservation for retreat is rolled over at the completion of prior retreat.
- Ensure remaining payments are made to Saylor's in a timely manner.
- August: Sends out information about the retreat to board members with dates, Saylor's rules, potential cost and initial deposit required to secure a spot, food and other responsibilities for participants.
- Tracks reservations, assigning room reservations on a first paid, first choice basis.
- September/October: once the Board has had one month to reserve a spot, the retreat is opened to all members of CVQ. *All attendees must be members.*
- November: The total cost of retreat – Saylor's fee, water and supplies, cost of any optional "gift" for attendee – is determined and divided equally amongst attendees. All are notified of balance due to be collected no later than Holiday Board dinner so that final payment can be made.
- December/January: Meals assigned to attendees either randomly or through signup.
- January/February: Coordinates a quilt making project with Philanthropy; purchases necessary supplies; (*Optional*: plans theme or additional activities as desired.) Sends out any necessary reminders to attendees.

Retreat:

- Arrives early with Guild electrical cords & irons along with purchased supplies to meet with management for a walk through and take photos of condition of house and location of all furniture.
- Supervises any activities; members manage their own meal assignment and clean up.
- Ensures everyone helps with final cleanup and replacement of furniture. Last to leave.

After Retreat:

- Ensure cleaning fee/deposit for next year paid.
- Make sure all CVQ equipment goes back to storage.

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Corresponding Secretary – Corresponds with members, guests, and others on behalf of CVQ.

Anytime as needed:

- Send Get Well, Thinking of You, or other cards as needed and reported to you by guild members.
- Purchase stamps when needed, and greeting cards as appropriate.

After General Meeting:

- Send thank you note to Speaker.
- Obtain updated roster from Membership to update birthday list

By the end of the Month:

- Send e-cards for Birthdays occurring in the following month: I use 123greetings.com, but there are many free online cards. These can be set up once or twice per month, with the birthday date designated when it's chosen.
- At the board meeting, report the number of cards of each type sent. Ask for any that need to be sent.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

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Fabric Exchange – Provides opportunities for members to exchange fabric cuts and/or blocks several times annually.

Prior to meeting:

- Pick a theme for exchange.
- Send small blurb to newsletter editor indicating the type and details of exchange that will be taking place, to include deadline to sign up.

At General meeting:

- Present the details for the exchange, such as sample of block or fabric style/cut and potential quantity (number of cuts/participant plus extra for Philanthropy), and take sign-ups at meeting.

After sign-ups:

- Send email to those who sign up and give final directions on how the exchange will work.
- Send out reminder before “due date” to bring exchange fabric. Send reminder to be placed in newsletter as well.

Distribution meeting:

- Collect fabric at meeting and redistribute it to those that signed up and Philanthropy.
- Show projects using exchange fabric.

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

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Historian – Assembles a record of the activities and achievements of the guild. Takes photos of guild events for CVQ website and print materials. CVQ owns a Nikon camera.

Before each event:

- Charge camera battery
- Ensure memory card is in camera and there is available space. Make a habit of removing photos from prior events.
- Print one or two copies of a blank release form.

At event:

- Place Show & Tell release form out for completion by members.
- Request verbal approval from speakers to take photos to place on CVQ website.
- Take photos.

After event, prepare info for website:

- Review Show & Tell release form.
- Crop photos where necessary.
- Scan release form and copy photos to a folder, such as Dropbox.
- Send email to webmistress with meeting information, speaker name, and other pertinent information. Include location where release form and photos are located for her to upload to “Photo Gallery” page of the website.

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

As needed:

- Print selection of photos for historical binders displayed at CVQ events.

Budget:

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Hospitality – Greets and welcomes newcomers to meetings and gives special recognition to new members.

Monthly guild meeting:

- Greet visitors & new members at the membership table.
- Take guests and new members on tour at break to introduce committee chairs and explain their committee activities.

New members' recognition:

- Schedule a new members' recognition event at least every 1 ½ to 2 years.
- Invite new members to attend the event and bring a quilt to share.
- Board members attend and supply the food.
- Board members share their job descriptions.

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

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Internet – Maintains the guild website and Facebook page and acts as administrator of mail submitted through the website.

Anytime as needed:

- Be responsive to requests and comments from other committees, updating the Web site/Facebook page immediately as appropriate
- Proactively elicit updates from other committees
- Ensure that e-mail received through the website is forwarded properly and in a timely manner

Annually:

- Ensure that domain name registration is paid in a timely manner
- Ensure that Web site hosting charges are paid in a timely manner
- Maintain the Internet Committee book
- Ensure that the contact information for domain name registration and Web site hosting are current

Board meeting:

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Budget:

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Conejo Valley Quilters - Job Descriptions

Library – Responsible for maintaining, cataloging, and lending selection of books/media to CVQ members

As needed:

- Purchase new books and/or media.
- For new acquisitions: make new cards, add proper colored category dots to front of the books and the cards, update inventory spreadsheet.
- Sell, donate, or discard inventory as appropriate; update inventory spreadsheet.
- Forward updated inventory spreadsheet to internet chair for posting on website.

At General meeting:

- Bring library materials to general meetings & set up library display table.
- Check materials in and out to members using the card catalog.
- Notify membership of new or relevant materials in the collection at general meetings.

Monthly:

- Remind members who have not returned materials in a timely manner.
- Arrange for books to be brought to the meeting and then taken home at the end of the meeting. Bins may be taken home by guild members (who will bring them back to the next meeting).
- Write an article for the monthly newsletter.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

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Membership – Greets members and visitors at general meetings, collects dues and visitor contributions, keeps the membership roster current and distributes it to the general membership, maintains meeting attendance records. *Knowledge of Excel recommended.*

Prior to General meetings:

- Prepare name badge drawing gifts & badges for new members.
- Print sign-in sheets from current roster, new member sign-in sheets, visitor sign-in sheets, annual membership stickers as needed.

At General meeting:

- Get there early to set up tables with sign-in sheets, badge drawing basket, general information such as neighboring shows and events.
- Collect membership dues & provide stickers for membership cards.
- Collect guest fees and contact information.
- Greet members
- Name badge drawing.
- Table is cleared, receipts tallied and given to treasurer along with cash deposit form.

After General meeting:

- Update Roster monthly and send to Presidents, Newsletter Editor, Workshops, Corresponding Secretary in a timely manner.
- Order any new name badges and position bars.
- Reports the following to the newsletter and at the board meeting:
 - Number of members, new members and guests that attended recent guild meeting,
 - Number of members on roster.
- Send Welcome Letters to New Members and Visitors.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

As needed:

- Prepares a membership roster for general membership distribution at least twice per year, for example September and March (have presidents review before distribution).

Budget:

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Mini Groups - Foster the creation of and participation in mini groups within the guild.

In advance of "Mini Group 101" meeting

- Make an announcement at the TWO guild meetings prior to the planning session (February = the Nov/Dec and the January meetings, August = the June and the July meeting).
- Announce in the TWO newsletters prior to the planning session.

Twice per year - Mini Group 101 (such as February and August):

- Hold a "Mini Group 101, How to Create Your Own" meeting at someone's home; Keep it simple – a beverage and a plate of cookies are fine.
- The length of the Mini Group 101 meeting should be around 2 hours. This session is just to get like-minded people together. The details of the mini group(s) are up to them and will develop as they go along, which will likely depend on the number of people at the meeting. Discussion topics include: introductions; whether they are available in the day or evening; sewing styles and preferences, etc.
- Facilitate the logistics of the first meeting planned for the new group(s), and send an email to each member of the new group(s). Be sure to include all the members' names and contact info and the date, time and location of the first meeting. Offer any other assistance they may need.
- Send a brief email to the guild presidents letting them know the results of the meeting.

At General meeting:

- Be available at the monthly general meeting to answer questions from members interested in joining or forming a mini group. Have the meeting chair introduce you during the announcements portion.
- During the meeting, approach the new members and guests, both as a welcoming gesture and to allow for questions and feedback. Introduce yourself again as the mini group chair.

As needed:

- The Mini Group 101 session is open to anyone interested; however, reach out especially to new members, by email or phone.
- Casually check in with members of the new mini groups at future guild meetings to see how things are going.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

- If needed, budget requests for the July - June fiscal year are due May 1.
- Expense reports for the fiscal year must be turned in no later than the June general meeting along with an appropriate expense report.

Conejo Valley Quilters - Job Descriptions

Newsletter Editor – Compiles and edits and distributes the CVQ newsletter to the membership on a monthly basis. Newsletter contains articles submitted by CVQ committees, events of interest, and paid advertisements. *Working knowledge of MS Publisher or other page layout program recommended.*

Newsletter production: *generally occurs around board meeting*

- Send monthly reminder to board members to submit their articles.
- Update date-related sections each month and import articles and format to fit into newsletter.
- Send rough draft to proofreaders after newsletter is set up.
- Create email list from Excel spreadsheet received from Membership team.
- Send newsletter to Web mistress for link.
- Send out email blast with newsletter link to the members approximately two weeks before the meeting.

As needed:

- Annually send out invoices to advertisers, ensuring receipt of payment.
- Send out email blasts to membership when requested.

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Budget:

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Outreach – Organizes and participates in events to raise community awareness of CVQ and attract new members

Thousand Oaks Street Fair: 7:30am-5pm – third Sunday in October

- Reserves nonprofit vendor booth at least 5-6 months prior to event
- Coordinate volunteer schedule and supplies
- Set up / take down booth which includes quilt samples, demos, information regarding CVQ activities, free meeting cards.
- At event – maintain a guest list and add names to Outreach database after event.

As needed:

- Identify drivers who can bring non-driving members to meetings
- Manage database (excel file) of email contacts obtained at events and send notices of guild events (*possibly using MailChimp application*)
- Provide announcements for website and newsletter
- Ensure supply of promotional materials is available on hand and at local quilt shops (free meeting cards, bookmarks, guild brochures)
- Quilt shows: set up and staff Outreach table

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Special Outreach events:

- With Board approval, organize special events to promote guild.
- With Board approval, obtain a venue for the event and coordinate with Parliamentarian to obtain necessary insurance coverage & certificates *at least two months in advance*.
- Coordinate with Publicity, Membership and Philanthropy to organize activities
- Coordinate volunteer schedule and supplies
- Occasionally may submit feature articles to local media regarding Outreach events after submitting to Presidents or other board members for proofing.

Budget:

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Parliamentarian – Chairs the Nominating committee, supervises elections, chairs the Bylaws revision committee, advises on parliamentary procedure, and represents CVQ at Southern California Council of Quilt Guilds (SCCQG).

Anytime as needed:

- Chairs ad-hoc committee to revise CVQs Bylaws and/or Standing Rules.
- Ensures insurance certificates (issued via SCCQG) are ordered and delivered.
- Advises on parliamentary procedure.
- Interprets Bylaws when requested.

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Quarterly:

- Attends SCCQG quarterly meetings and reports SCCQG activities to membership.

Annually:

- Chairs CVQ Nominating Committee for Board positions, beginning in January, for the board year May - April.
- Supervises elections for board members: Requests vote at the board meeting in March; places slate in April newsletter, requests vote at general meeting in April.
- Ensures SCCQG membership and insurance renewals are completed.
- Update CVQ board member information on SCCQG website.

Budget:

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Philanthropy – Organizes charity selection, quilt production, and quilt and money delivery.

As needed:

- Screen and, if appropriate, accept donations of fabric from members and non-members. Pick up the donations, or meet at the storage unit to have them delivered. Sort donations as appropriate for philanthropy, ways and means, and the free table.
- Keep fabric in the storage unit organized and periodically sell, donate, or discard no longer needed.
- Help pull fabric and batting for guild projects (example: Good, Bad & Lovely challenge.)
- Purchase supplies, including batting.
- Encourage member participation.

Monthly:

- Prepare kits for various stages of quilt creation (piecing, quilting, binding)
- Attend monthly guild meetings. Come early to set up table. Bring kits to distribute (can be heavy). Collect kits returned. Optional: track who has taken and returned kits.
- Write a report for the monthly newsletter.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Annually:

- Request nominations of charities to be supported, place recommended charities in newsletter, hold vote at general meeting. Communicate with those chosen. Find out what they need, invite them to speak to the guild, deliver finished items.
- Organize at least one “sew-in” event to make quilts for selected charities (historically done during a general meeting of the guild).

Budget:

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President – Presides at all meetings of the guild and the Board. Generally supervises, directs and controls CVQ's activities, affairs and officers, subject to control of the Board.

Monthly:

- Prepares agendas for general meetings and board meetings.
- Signs checks
- Collects mail from P.O. Box.
- Presides at general meetings and board meetings.
- Writes "President's Message" for newsletter.
- Proofreads newsletter.

Annually:

- Ensures there are locations for board meetings.
- Completes new signature cards.
- In December: arranges board holiday dinner; (makes and) distribute gifts to board members; distributes gifts to local supporting quilt shops.
- At the end of the board year in April (makes and) distributes gifts to board members.

Anytime as needed:

- Maintains Master Calendar and monitors deadlines.
- Supports board and committee members in execution of their duties.
- Serves on Budget committee, may serve on Nominating committee.
- Is familiar with By-Laws and Standing Rules.
- Addresses issues raised by guild members, board members, and the community.
- Signs contracts.
- Visits storage unit.
- Proofreads material before printing and/or distribution, such as membership rosters, bookmarks, CVQ brochures, and media articles.

Budget:

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Programs – Plans programs and workshops for guild meetings. Contracts with Speakers and ensures speaker arrangements.

Anytime as needed:

- Research speaker and Program options, availability, and expense sharing with neighboring guilds, keeping Board informed. With Board approval, schedule Speakers or other activities for upcoming CVQ meetings.
- Issue contracts to Speakers/Instructors and keep in contact with them. If applicable, verify the Speaker has made airline reservation as per contract.
- Obtain workshop sample from Speaker – 3 months prior Program if possible and give to Workshops to promote the workshop. Also update supply list at that time.
- Prepare and Share information with Webmaster, Newsletter Editor, Publicity Chair and Site Management, and Storage Unit when more quilt stands are needed.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Prior to general meeting:

- Make hotel reservations at least one month prior to Program.
- As applicable, arrange for transportation, meals, and entertainment for Speakers.

At general meeting:

- Have Speaker at General Meeting location in time for set-up – 6-6:30p.m.
- Have tablecloths for under quilts, items for sale by Speaker, quilt stands as requested by Speaker.
- Give Speaker invoice with Expense Report cover sheet to Treasurer for payment.
- Provide Speaker address to Corresponding Secretary for thank you note.

Annually:

- Propose annual program and workshop budget for the upcoming fiscal year (July - Jun) to Board at April Board Meeting and turn in to Presidents and Treasurer May 1.
- Review and update (if applicable) speaker contract language.
- Provide program and workshop information to Publicity for printing of bookmarks.

Budget:

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Publicity – Keeps community informed about CVQ monthly activities and special events.

Monthly:

- Obtains up to date information regarding monthly speakers and special events from Program committee and publicizes these in community newspapers and free information website services.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

As needed:

- Occasionally may submit feature articles to local papers after submitting to Presidents or other board members for proofing.
- Produces annual bookmarks listing Program information on one side and Workshop topics and other events on the back to be distributed to local quilt shops and members at the membership table. Reorders as necessary.
- Makes sure there is an adequate supply of Conejo Valley Quilters' Guild brochures and reorders or updates them as necessary.

Budget:

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Recording Secretary – Takes minutes at Board and General meetings, presents minutes for approval and retains approved minutes.

Monthly:

- Attend General and Board meetings, take meeting notes, send to Presidents for review. Make corrections, if needed, and then send minutes to board members.
- Send meeting notes out as soon as possible in order to communicate what was discussed to board members not at meetings (and to better remember what occurred at the meetings).
- Request a vote to approve the minutes at the board meetings.
- Retain copies of approved minutes.

Budget:

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Site Management - Liaison between CVQ and meeting venue(s).

1-2 weeks before Guild Meeting:

- Contact venue by phone or email to confirm set-up.
- Prepare an expense report for payment of venue fee and deliver to Treasurer (several of these can be done in advance).

On the day of the Guild Meeting:

- Turn on AC in advance of meeting (in summer, preferably 1-2 hours earlier).
- Arrive at venue by 6-6:15 PM to unlock doors and post 3-4 directional signs indicating where meeting is located.
- Arrange for doors to be locked and directional signs to be collected after meeting.

At Board Meeting:

- Verify set-up for upcoming meeting with Program Chair and committees, including special meetings as applicable.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

As needed:

- Locate alternate venue(s).

Annually:

- Renew/review contract with updated information, including General Meeting dates.

Budget:

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Storage Unit Manager - Maintains an orderly storage unit for short- and long-term storage of guild property.

As needed:

- Researches storage facility options; arranges for moves as necessary.
- Prepares inventory of items in storage.
- Initiates evaluation of whether items in storage should be sold, donated, or discarded if no longer needed.
- Maintain and repair quilt hangers for displays.
- Changes lock on facility, make new keys.
- Arranges or facilitates access to the items by committee members.
- Arranges for required items to be delivered to and returned from quilt show or other special events.

Board meeting:

- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Annually:

- Reviews/Renews contract, provides personal contact information to storage unit facility in the event of emergency.
- Works with Treasurer to determine if payment will be annual or monthly.
- Ensures keys are collected from outgoing Co-Presidents and Philanthropy Chairs; distributes keys to those new to the positions.

Budget:

- Prepare annual budget using current fiscal year's figures as well as any future anticipated changes in income/expenses. Both outgoing and incoming chairpersons should be involved in creating the budget which is due to Treasurer and Presidents May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting along with appropriate expense report.

Conejo Valley Quilters - Job Descriptions

Treasurer - Keeps and maintains books and records, deposit funds, writes checks, ensures tax returns are filed, prepares budget.

As needed:

- Create/Revise procedures and forms for expense reports and deposit reports.
- Arrange for use of credit card acceptance system (such as Square or Paypal).
- Research banks and various types of accounts, if needed.
- Acquire bookkeeping software, if needed.
- Write checks, prepare and make deposits, and complete data entry.
- Ensure regular payments are made (such as storage unit, P.O. box, rent, etc.)

Monthly:

- Monitor balance of bank accounts to ensure minimum balance is maintained.
- Reconcile bank accounts.
- Back up bookkeeping software (or do more often as necessary).
- Receive expense reports and write any checks required.
- Collect funds from committees

Board Meeting:

- Prepare and submit reports prior to board meeting for board approval (such as cash balance, activity since prior board meeting, and comparison of actual expenses to budgeted expenses).
- Answer questions and hold vote for approval of Treasurer report.

Annually:

- Arrange for new signature cards to be created.
- Prepare budget with input of board and committee members (due by May 1). Review budget with Budget Committee, Review Budget with full board and vote for approval (May board meeting), publish Budget in newsletter (June newsletter) and vote for approval at general meeting (June).
- All expenditures requiring reimbursement for any fiscal year must be paid prior to the end of the fiscal year (June 30). All deposits received by the guild during a fiscal year must be deposited in the guild's bank account during that fiscal year.
- With information from Programs and other committees, prepare (or have prepared) IRS forms 1099 and 1096 (primarily reporting payments to Speakers and recipients of rent payments - example is the storage unit).
- Prepare (or have prepared) annual tax returns, due November 15th.

Conejo Valley Quilters - Job Descriptions

Ways & Means – In charge of fundraising activities at General meetings.

As needed:

- Solicit and collect gift certificates and donations of quilt related items to be used for monthly drawings from members, local shops, and guest speakers.
- Request donations of small opportunity quilts made by guild members for each monthly drawing. Send reminders to quilt provider.
- Committee meets to package prizes for the general meetings.

Prior to General Meeting:

- Decide whether to include something special with each prize – candy or handmade item (made by committee)
- Write description of each prize package contents on "Prize Sheet." Have a list of prizes with space for winner. Prepare sets of tickets in groups of 6.
- Have \$15 in \$1 and \$5 in cash box. Have cash deposit form.

At General Meeting:

- Arrive early for set-up and sell tickets one for \$1, six for \$5.
- Pull ticket from each bag and clip to outside. One committee member announces winning numbers from front of hall while the other stays at the table to hand out the prizes, recording name of each winner on "Prize Sheet."
- After drawing, clear table, tally money & give to treasurer with cash deposit form.

Monthly:

- Newsletter articles are submitted monthly indicating prizes, winners, and money collected during the last general meeting. Announcements of special events or donation requests may also be included.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

Trash to Treasures:

- Manage "Trash to Treasure" event held every 18-24 months, pricing items and collecting money from sales. Remind members to take home what doesn't sell

Budget:

- Prepare annual budget using current fiscal year's figures as well as any future anticipated changes in income/expenses. Both outgoing and incoming chairpersons should be involved in creating the budget which is due to Treasurer and Presidents May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting along with appropriate expense report.

Conejo Valley Quilters - Job Descriptions

Workshops Committee – Arranges for workshop facilities, signs up participants, and distributes supply lists, provides assistance to teacher.

Ongoing:

- Works closely with the Program Chairperson in selecting and scheduling the workshop and lecture teachers. Coordinates with the Program Chairperson to make sure samples, supply lists, and necessary workshop props requested by the teacher are available.
- Provides workshop information and supply list to the Newsletter and Website.
- Promotes workshops to CVQ members and other local guilds.
- Attendance at every monthly board meeting is not mandatory, however sharing your knowledge and ideas is valuable to the rest of the board and the entire guild.

In advance of Workshop:

- Secures the location of the workshop by contacting local quilt shops or other possible nearby locations, well in advance of the scheduled workshop. Informs Parliamentarian of any insurance requirements by venue.
- Provides quilt shop hosting workshop with the class supply list at least 30 days prior.
- Sends reminder emails to the participants with the location, supply list, etc.

At the Workshop:

- Attends the workshop and ensure that everyone has name tags, trash bags, snacks, cords, irons, ironing boards etc.
- Assists the teacher if she needs or requests any help during class.
- One Workshop co-chair may participate in the workshop free, providing the class is not full, and making workshop responsibilities the priority.

At the General Meeting:

- Attends general meetings with a table set up with all available samples and signup sheets for all upcoming workshops available to members. Announces and describes the upcoming workshops to the members.
- Takes contribution for the workshop in cash, check or credit and keeps a record of payment that is forwarded to the Treasurer at the next board meeting.

Budget:

- Prepare annual budget using current fiscal year's figures as well as any future anticipated changes in income/expenses. Both outgoing and incoming chairpersons should be involved in creating the budget which is due to Treasurer and Presidents May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting along with appropriate expense report.