

Revised 1/1/2009

FUNCTIONS OF HILL 'N HOLLOW QUILTERS GUILD COMMITTEES

AUDIT

Meets with the Treasurer to check out the correctness of the records and make recommendations, if necessary.

COMMUNICATION

Historian/Photographer

- Maintains an up-to-date Guild Scrapbook by keeping a written journal, recording membership, officers, committee members and Guild projects for the year. Collects newspaper articles, magazine articles and photos to add to the book. Documents all Guild activities for use in the Guild scrapbook, newsletter, website or publicity.

Internal Communications/Audio-Visual

- Respond to and/or direct inquiries to the proper people. Follow-up as required. Operates audio-visual and supporting equipment

Newsletter

- Obtain and edit information of interest to Guild members for publication and distribution of a monthly newsletter approximately ten days prior to regular Guild membership meetings.

Publicity

- The Guild and its activities are publicized to the community through various communication medias, i.e. newspaper, magazine articles, flyers, radio and television.

Sunshine and Shadow

- Sends cards to members who are ill and to surviving spouse in the event of a death. Notifies membership of serious illnesses and deaths via newsletter and/or e-mail.

Website

- Maintains all information, photos, newsletter and inquiries regarding the Guild.

COMMUNITY QUILTS

- Provides guidelines for the participation of Guild members in making of quilts for donation to community organizations approved by the Board of Directors.

EDUCATION

Bus Trips

- Arranges field trips to Quilt Shows, Quilt Congress, fabric stores or other quilt-related activities of interest to members.

Challenge

- Designates rules, selects fabrics, prepares/sells kits to members who wish to participate in the annual Guild Challenge to learn and use new quilting techniques/skills.

Classes

- Makes all necessary arrangements for beginner, intermediate and technique quilting classes to be taught by Guild Members.

Library

- Maintains the library, keeping accurate records of books borrowed and returned. Makes recommendations for purchasing and disposal of library books.

Programs

- Makes all necessary arrangements for regular Guild membership meeting programs of quilt-related subjects.

Workshops

- Makes all necessary arrangements for outside teachers on quilting techniques and to coordinate with the program chairman for outside teacher special programs.

GROWTH & DEVELOPMENT

- Identifies and makes recommendations on areas requiring special planning both present and future.

Facilities

- Researches the facility needs of the Guild, evaluates available facilities and makes recommendations to the Growth & Development Committee.

HOSPITALITY

Door Prizes

- Procures and makes available the number of door prizes authorized by each year's budget for the day and night monthly meetings.

Greeter/ Sign In

- Greets and makes welcome members and guests at each meeting. Collects door prize funds and sees that members and guests sign the log provided by Membership Chairman.

Refreshments

- Maintains a current list of members who have signed up to contribute cookies/treats for each monthly meeting. Procures and provides refreshments for other occasions as requested by the Board of Directors.

MEMBERSHIP

- Collects dues for submission to the Treasurer, issues membership cards, new member packets, publishes a membership list and updates the membership list through the website. Prepares and keeps roster sign-in sheets for all general membership meetings and night membership meetings. Collects members volunteer hours to be reported to the Mayor's office each year.

NIGHT MEETING LIAISON (Guild Vice President)

- Provides communication between the day meeting and the night meeting as needed. submits attendance logs to the membership

chairman for inclusion in the permanent record. Coordinate the programs and activities of the night meetings and report to the Board of Directors and in the Newsletter.

OPPORTUNITY QUILT

Production

- Responsible for the planning, assembly, construction and quilting of a fundraising quilt each year.

Donation Tickets

- Responsible for printing and distribution of numbered tickets for soliciting donations for the Guild's fundraising quilt. Collects donation funds for submission to the treasurer, coordinates and arranges display of the quilt to promote donations. Maintains an accurate record of the tickets distributed and returned and of the funds collected.

QUILT SHOW

- Selects a location, obtains a judge, and plans the details of the show, enlisting help from other committees.

SPECIAL COMMITTEES

Each year there are other special committees for the accomplishment of short-term Guild activities.

- **AQS Books** – Processes all member orders for quilting books through the *American Quilters Society*.
- **Arts Council Liaison** – Keeps the Board of Directors updated on the Ozark Arts Council's activities to which the Guild made a sizeable donation a few years ago.
- **Block of the Month** – Acquires or designs blocks to be set into quilt tops for beginner, intermediate and advanced levels, with appropriate demonstrations at each Day Guild Membership meeting.

- **Fat Quarter Drawing** – Selects a monthly theme for collecting fat quarters of fabric from participating members and conducts a drawing for one or more member winners.
- **Gizmo of the Month** – Acquires, as budgeted, and demonstrates items of interest to the members, and conducts a drawing for the item at each Day Guild membership meeting.
- **New Member Hostess** – Hosts Guests and new members during attendance at their first Guild meeting to acquaint them with other Guild members and the Guild benefits.
- **Nonprofit Tax Exempt** – Keeps up with law/rules changes that may affect the Guild's status as a nonprofit, tax exempt organization.
- **President' s Quilt** – Presents information regarding the President's choice of colors/block size to the membership. Collects blocks from membership to be presented to the President at the end of her term.
- **Scissors** – Takes orders, collects monies and distributes Gingher scissor orders.
- **Show & Tell** – Arranges for showing/holding up each member's quilt or project for viewing at the membership meetings.
- **Small Projects** – Selects and demonstrates small projects at day meetings for members' personal gift items or for inspiration of items to be made for the 2009 Quilt Show – Country Store

