

## **SEYMOUR QUILTERS GUILD**

### **JOB DESCRIPTIONS**

**Updated to May 5, 2021**

#### **BOARD OF DIRECTORS**

There are six elected Directors on the Board: President, Vice-President, Secretary, Treasurer, Membership Coordinator, and Programme/Workshop Coordinator.

The Board is responsible for:

- a. managing the business of the Guild
- b. arranging a suitable venue for general meetings
- c. appointing committee heads
- d. keeping minutes, a membership list, financial records, and making these records available to members
- e. calling for volunteers when needed
- f. organizing the annual luncheons.

#### **President**

1. Serves as Chair of the Board and is responsible for supervising the other Directors in the execution of their duties.
2. Presides at Board and General Meetings.
3. Prepares agendas for meetings in consultation with the Board.
4. Keeps a binder of minutes for Board and general meetings and makes it available for members at general meetings.
5. Serves as a Bank Signing Officer.
6. Provides a report for the newsletter and for general and executive meetings.
7. Keeps a record of all guild inventory.
8. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.
9. Collects the keys needed by the Guild at the end of her term and gives them to the next President.

Term: Two years.

#### **Vice-President**

1. Serves as Vice-Chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.
2. Assists Directors as required.
3. Serves as a Bank Signing Officer.

4. Ensures that an inventory of all guild assets is done at the beginning of their two-year term.
5. Provides a report for the newsletter and for general and executive meetings.
6. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Secretary**

1. Keeps minutes of all meetings of the Guild.
2. Circulates the minutes of Board and general meetings to the Board and to Committee Chairs.
3. Sends communications to all guild members via email, on behalf of the Board and those holding volunteer positions in the Guild.
4. Conducts the correspondence of the Board.
5. Monitors guild email, replying to emails or forwarding emails to Board and committee members as appropriate.
6. Keeps a record of all guild inventory.
7. Files the Guild's annual report with B.C. Societies.
8. Keeps a record of any changes to the Rules, Bylaws, or Constitution and updates those documents as needed.
9. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.
10. Acts as the Guild's Privacy Officer in accordance with provincial Privacy legislation

Computer skills are required for this position.

Term: Two years.

### **Treasurer**

1. Receives and banks monies collected from members or other sources.
2. Keeps accounting records of the Guild's financial transactions.
3. Serves as a Bank Signing Officer.
4. Prepares the Guild's financial statements.
5. Prepares an annual budget, with other Directors, and presents the budget to the membership.
6. At the end of her/his term, calls for an internal audit.
7. Provides a report for the newsletter and for general and executive meetings.
8. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Computer skills and experience with spreadsheets are required for this position.

Term: Two years.

### **Membership Coordinator**

1. Prepares a membership form for registration of members.
2. Collects membership dues and guest fees.
3. Collects personal information from members as required by the B.C. Societies Act.
4. Gives membership cards to new and renewing members.
5. Gives name tags to new members.
6. Maintains a wait list.
7. Provides members with the Guild's current Constitution, Bylaws, Rules and Job Descriptions.
8. Prepares a membership list as required by the B.C. Societies Act.
9. Provides a current membership list to all members annually.
10. Collects consent from members to use names, face photos and quilt photos for the purposes of guild business.
11. Keeps attendance sheets for the current year, plus the previous year, and then destroys them.
12. Informs newsletter editor and website administrator re consents given by members on membership forms.
13. Informs the Newsletter Editor of new or changed email and street addresses for circulating emails and mailing newsletters.
14. Destroys membership forms in a confidential manner at the end of the following membership year.
15. Organizes door prizes.
16. Provides a report for the newsletter and for general and executive meetings.
17. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Computer skills and experience with spreadsheets are required for this position.

Term: Two years.

### **Programme/Workshop Coordinator**

1. Arranges a programme for each general meeting.
2. Arranges workshops.
3. Books a venue for workshops out of the Workshop budget.
4. Arranges entertainment, food and beverages at the annual luncheons.
5. Honours all copyright laws.
6. Provides a report for the newsletter and for general and executive meetings.
7. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

**STANDING COMMITTEES (NON ELECTED)**

1. The Standing Committees are:
  - a. Canadian Quilters' Association (CQA) Representative
  - b. Community Quilt Coordinator
  - c. Free Table Coordinator
  - d. Have Quilts Will Travel Coordinator
  - e. Librarian
  - f. Newsletter Editor
  - g. Quilts of Valour
  - h. Refreshments Coordinator
  - i. Sunshine
  - j. Website Administrator.
  
2. The term of a committee chair is two years. A member in a committee position that requires good computer skills or where a successor has not been found may serve longer than two years.

**Canadian Quilters' Association (CQA) Representative**

1. Must be a member of the Canadian Quilters' Association; the Guild will pay for the CQA membership.
2. Reports to the membership about CQA events.
3. Writes and sends reports to the CQA about the activities of the Guild.
4. Provides a report for the newsletter and for general and executive meetings.
5. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Computer skills are required for this position.

Term: Two years.

**Community Quilts Coordinator**

1. Manages the Guild's stash of fabric and sewing supplies, arranging storage, making purchases as required, and keeping inventory records.
2. With the approval of the Board, books a venue for any scheduled guild quilting days out of the Community Quilts budget.
3. Organizes volunteers to help with community quilt days.
4. Publicizes community quilt days in a timely manner.
5. Contacts community groups about the type and size of quilts they require.
6. Ensures a label is attached to each donated quilt.
7. Arranges for delivery of finished quilts.
8. Does an inventory of the Guild's stash of fabric and sewing supplies.

9. Provides a report for the newsletter and for general and executive meetings.
10. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Free Table Coordinator**

1. Sets up the free table at general meetings.
2. Clears the free table at the end of meetings.
3. Provides a report for the newsletter and for general and executive meetings.
4. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Have Quilts Will Travel Coordinator**

1. Arranges venues for presentations.
2. Circulates list for volunteers.
3. Provides a report for the newsletter and for general and executive meetings.
4. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Librarian**

1. Maintains the guild library of books and magazines.
2. Records loans and returns, and tracks missing materials.
3. Keeps a current list of library materials.
4. Purchases new materials according to members' wishes.
5. Provides a report for the newsletter and for general and executive meetings.
6. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Computer skills and experience with spreadsheets are required for this position.

Term: Two years.

### **Newsletter Editor**

1. Collects and organizes information for the newsletter.

2. Emails or mails the newsletter to members prior to monthly meetings.
3. Circulates emails to members as required for guild business.
4. Honours all copyright laws.
5. Provides a report for the newsletter and for general and executive meetings.
6. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Computer skills are required for this position.

Term: Two years.

### **Quilts of Valour Coordinator**

1. Liaises with Quilts of Valour Canada and the Guild to make quilts for donation.
2. Ensures a label is attached to donated quilts.
3. Delivers Quilts of Valour made by the Guild to the Vancouver, B.C. representative.
4. Photographs each Quilt of Valour for a guild album.
5. Provides a report for the newsletter and for general and executive meetings.
6. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Refreshments Coordinator**

1. Circulates list for refreshment volunteers and gives reminders before meetings.
2. Buys tea, coffee, milk, cream, and other supplies needed to provide refreshments at general meetings.
3. Arrives early for general meetings to start coffee and tea.
4. Cleans up kitchen at end of meeting.
5. Collects money for refreshments.
6. Provides a report for the newsletter and for general and executive meetings.
7. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Sunshine**

1. Sends cards of sympathy or celebration to members.
2. Provides a report for the newsletter and for general and executive meetings.

3. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Term: Two years.

### **Website Administrator**

1. Collects and organizes information for the website.
2. Maintains website.
3. Honours all copyright laws.
4. Provides a report for the newsletter and for general and executive meetings.
5. Keeps a record of any inventory, activities, correspondence, or helpful information to give to a successor.

Computer skills are required for this position.

Term: Two years.

Adopted March 7, 2018

Updates:

May 7, 2019

March 4, 2020

October 7, 2020

May 5, 2021