**North Country Quilt Guild**

**EXECUTIVE BOARD & VOLUNTEER JOB DESCRIPTIONS**

PRESIDENT:

* Create monthly meeting agenda
* Run meetings
* Work with and oversee program and other volunteers
	+ Help & coordinate timing of events

VICE PRESIDENT:

* Assist PRESIDENT
* In absence of president, shall perform duties of president (aka run meeting )

TREASURER:

* Keep accounts
* Keep archives
* Receive monies due
* Make all payments on behalf of the Guild
* Provide monthly reports to guild

SECRETARY:

* Shall record minutes of each meeting
* Present minutes to executive board & webmaster in timely manner
* Present minutes at following meeting to guild members

PROGRAM VOLUNTEER/S:

* Come up with ideas for and select program/ games / Speaker
* Coordinate with PRESIDENT & or Exec Bd as to when to introduce and/or select a date to hold an event
* Introduce programs to guild 2 or more months in advance
* Introduce/ run program day of event

MEMBERSHIP COORDINATOR:

* Update membership form
* Take & acknowledge receipt of payment
* Record new membership information on membership list
* Print / disburse membership cards
	+ Could be done via email , snail mail, or in person
* Provide members with updated *Membership List*

SNACK VOLUNTEER:

* Recruit volunteers to bring snacks for each meeting
* Responsible for providing napkins, plates, utensils
	+ Will be reimbursed by guild via treasurer when receipt is provided
* Remind volunteers a few days prior to each meeting

CHALLENGE QUILT COORDINATOR

* Introduce challenge
* Explain challenge
* Set end date
* Run program for reveal

WEBMASTER:

* Keep website updated with
	+ Show n tell pictures
	+ Meeting minutes and any handouts
	+ Post upcoming meets and events

RAFFLE QUILT COORDINATOR:

* Recruit team and oversee
	+ creation of raffle quilt
	+ Select design and fabric
	+ Organize cutting, sewing, assembling days
	+ Line up someone to quilt and bind quilt
* Recruit team to oversee
	+ Creation of tickets and publicity posters
	+ Disburse tickets to guild members
	+ Help organize volunteers to attend craft show and sell tickets

QUILT FESTIVAL COORDINATOR:

* Recruit team leaders for:
	+ Registration
	+ Silent auction
	+ Quilt judging
	+ Volunteers
		- Set up & take down
		- Hostesses
		- Admission tickets
	+ Publicity