**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