Committee Chair Positions

**Hospitality:**

The Hospitality Chair arranges for refreshments at the monthly meetings (Sept., Nov., Jan., March, May) and organizes the summer potluck for the July meeting.

Quilting and baking (or eating baked goods) often go hand-in-hand, so a great solution is to take sign ups to bring 3-4 dozen cookies. For the past 2 years (Sept 2022 ~ 2024), 4 people would bring cookies to each meeting and that may increase as our guild grows. A reminder text is sent about a week before the meeting.

Hospitality provides napkins and cups for water. Committee members help with setting up, cleaning up, and are asked to bake cookies if sign-ups are lacking. For the potluck, hospitality also provides plates and forks.

Time commitment is approximately 2 hours every other month.

**Library:**

Maintain a lending library for members to check out books. Collect books and organize the library for members. Check out and check in books at the beginning of each guild meeting. Bring out books and put them away before the end of the meeting. Attend board meetings every other month.

Time Commitment - approximately two hours every guild meeting.

**Kids Camp**:

Coordinate the annual Kids Camp by selecting sewing projects & quilt designs appropriate for young people with a range of skill levels, collecting needed supplies & materials, cutting fabric for kits, house and maintain kids camp sewing machines, registering students, recruiting volunteers to work with the kids, setting up tables & sewing stations, supervising the construction processes, and encouraging recognition with show & tell at the end of each session.

Time Commitment – See above

**Membership:**

Register new members. Create and distribute name tag pattern and new member packet (as appropriate). Coordinate committee interest list. Update and maintain membership directory as required, including publishing to website. Email board updated directory and interest list as required (usually with each update). Update and maintain sign-in roster for use at general meetings. Man, membership information table at meetings and events as requested. Write an article for guild newsletter (6 times per year).

Time Commitment - Average consolidated time commitment 2-6 hours per month (depending upon month may be less, maybe more with July and September being the busiest).

**Programs and Workshops:**

Program and Workshop chair arranges for presenters for 4-5 meetings per year.  It is the responsibility of the chair to coordinate 4-5 workshops per year and keep track of participants by email or text for notifications.  Programs are usually booked for a year in advance.  The committee meets as needed for brainstorming ideas. The chair is responsible for making final arrangements with instructors and sending contracts, obtaining a bio, class description, supplies and writing information for the newsletter. The chair must determine the fee for the workshop and provide information or create an online registration form.

Chair needs to attend bimonthly board meetings and guild meetings to share information about upcoming programs and workshops.

The chair will arrange for workshop space, hotel room and meals for the presenter.

The chair meets the presenter and accompanies them to the guild meeting, assists the presenter during the meeting and takes them back to the hotel as needed.

Chair gets necessary equipment from the storage locker and sets up for the workshops.

The chair assists the presenter to begin the workshop, provides name tags for participants. Help clean up, return items to the storage unit and take the presenter back to the airport if needed.

Time commitment:

Depends on the month – average 6-8 hours/month

Meet with the committee and identify presenters 3- 4 hours Bimonthly

Final arrangements: 4 hours + per presenter. (4-5 times a year)

Guild and Board Meetings; 3-4 ½ hours (6 times a year)

Time with presenter before meeting: 2+ hours depending on travel to airport (4-5 times a year)

Time for setting up and taking down workshops and meals: 5 hours (4-5 times a year)

**Retreats:**

Responsible for 2 retreats a year.

Write registration article and put it  in the newsletter and website.(30 minutes), Check if membership is paid, Contract with Eagles I1 hour), Contract with Designs Events for tables (15 minutes), Set up tables for seating (2 hours), Chart seating for the event (2 hours), Arrange any extra activities (optional), Provide coffee, tea and water (1 hour), Vacuum and clean facility when leaving (1 hour), Make sure everyone is comfortable and enjoying themselves.

Time Commitment -See above

**Website Coordinator:**

Maintain the guild website. This requires monthly tasks like updating the directory, posting the latest newsletter, program and activity updates. Additionally, checking the “In Box” for emails. This requires follow-up with the appropriate committee member for responses. Managing the advertising on the website requires posting the content and managing the expiration and removal of content.

Time commitment: Consolidation of time is about 1-2 hours a month

**President:**

The NIQ president is responsible for the business and management of the guild, adhering to the established bylaws and policies. Schedule, prepare an agenda and chair 6 board meetings per year and 6 general meetings per year. Create and maintain the year-long calendar for the website and newsletter. Schedule and arrange payment with the Shrine Event Center for general meetings. With the treasurer, prepare a balanced budget for the board to review and approve. Recruit committee chairs and an auditor (non-board member.) Assign a nominating committee. Write a president’s message for the bi-monthly newsletter. Review yearly insurance policy as it comes due. Attend (as able) NIQ activities – community service, activity day, yard sale, kids camp.

Time Commitment: Average time commitment- 6-8 hours/month.

**Treasurer:**

The Treasurer's job is to assist the Board in performing its fiduciary responsibilities. This is done by: Provide accurate financial reports for the board and general meetings; Work with the President to put together a budget for the board to review and approve; Pay expenses in a timely manner; Receive and deposit funds; Record and reconcile financial transactions in Quicken; Manage bank accounts; Provide detailed information for committee chairs when needed; Collect, pay and report sales tax; Maintain the guild laptop and information stored on it; Complete 990 report to IRS; Check the PO box (in Hayden) at least once a week; and other jobs assigned by the president. The Treasurer needs to be able to use the Quicken program and Excel spreadsheets.

Time commitment: Not Estimated

**Secretary:**

The Secretary’s job is to keep accurate minutes of Board and General Meetings held bi-monthly. Send the Board Meeting minutes draft to the Executive Board for approval, then send the corrected copy to all Board members. Send the General Meeting minutes draft to the Executive Board for approval, then send the corrected copy to the Newsletter Chair for publication. Send NIQ membership wide emails at the direction of the President.

Time commitment – Board and General meetings every other month. Plan 2 hours after each meeting to write the minutes and send them as directed. Plan 2 hours per month sending general emails to membership.

Audit

Vice President

Publicity - Maintain social media presence for the guild.

Quilt Show - plan and produce a quilt show biannually.

Raffle Quilt - oversee the production of NIQ raffle quilts with board approval. Schedule the showing of the raffle quilt, the distribution and sale of raffle tickets.

Newsletter - collect, publish, and distribute information about the organization bimonthly

Basket Raffle - Coordinate the July Basket Raffle

Community Service - seek out and coordinate charitable projects for the organization.

Door Prizes - collect or make door prizes for business meetings and assist if requested with door prizes for activity meetings.

Fund Raising - Coordinate various fund-raising activities as determined by the Board of Directors.

Greeter Coordinator - Coordinate Volunteer Greeters for General Meeting.