

Oakville Quilters Guild Job Description

Contents

- President..... 2
- Past President 2
- Secretary..... 3
- Treasurer 3
- SewSocial 3
- Membership 4
- Program 5
- Workshop 6
- Newsletter 7
- Social Media..... 7
- Outreach..... 8
- Special Projects 9

Oakville Quilters Guild Job Description

President

- Oversee all aspects of the guild's operation, business and activities.
- Ensure written Guidelines of the guild are followed and meet the guild's Statement of Purpose.
- Assist coordinators of various portfolios as required/needed/requested.
- Provide written agendas for executive and monthly guild meetings.
- Schedule and chair monthly guild meetings.
- Prepare a short introduction/message for each newsletter.
- Respond to guild correspondence, on behalf of the guild and /or forward correspondence to appropriate executive member.
- Liaise with other guilds as required.
- Review, recommend and arrange for payment (by treasurer) of the guild's insurance policy each year.
- Initiate a review of the guild's operation and/or structural concerns when recognized or identified. Co-ordinate solutions.
- Organize/ implement a membership survey to determine direction for the guild as required.

Past President

- Acts as a resource person to the current President by providing advice and counsel.
- Actively participates in activities of the Executive Committee as required by the President.
- Provides any advice in a non-voting capacity.
- Is not an elected position and serves until replaced when the current President steps down

Oakville Quilters Guild Job Description

Secretary

- Prepare minutes of executive meetings
- Send to President for review and distribute to executive team.

Treasurer

- Receive all Executive Committee monetary requests at the August planning meeting.
- Prepare a budget proposal in August for the upcoming year.
- Present and review proposed budget to the executive at September meeting for approval.
- Submit copy of approved budget to the newsletter person for inclusion in October newsletter.
- Present a financial report /summary to the membership at the October Guild Meeting to be voted on by members.
- Present financial updates, including current bank balance at Executive meetings.
- Maintain Guild Bank Accounts and record, in detail all transactions in each account.
- Attend executive meetings.
- Prepare an annual Financial Statement and have it reviewed by a second guild member at the end of each fiscal year (June 30th).

SewSocial

- Email members to bring shareable snacks to specific meeting
- Set up and clean up snack table
- Engage membership in fun extracurricular activities such as group quilts, holiday projects, etc.
- Prepare newsletter submissions when needed/requested.
- Submit email reminders to the Database convenor as necessary.
- Submit a budget for the following year (Aug.).
- Attend executive meetings when possible.

Oakville Quilters Guild Job Description

Membership

- Collect membership forms from new and returning members. These may be mailed, emailed or brought in person to a meeting at the beginning or end of the season. Retain these forms for the current year.
- From the information on the membership forms create a spreadsheet, a monthly attendance sheet, a Member's Directory, a gmail mailing list and membership cards. Update during the year as needed.
- Monitor the gmail account oqgmembership@gmail.com.
- Respond to messages or forward to the appropriate executive member. Forward messages and Newsletter from executive to members as needed.
- Greet members on arrival at meetings and record attendance on prepared form. Record totals each month.
- Greet guests and record their name and email address in a log book. Collect guest fees and give these to the treasurer. Provide guests with a temporary name tag and ensure they are introduced to a member and have a place to sit. Speak to guests after the meeting and ensure they have information regarding joining the guild.
- Run random generator to select the winner(s) for door prizes if required.
- Prepare submissions as needed for the newsletter.
- Prepare budget requests for the August executive meeting.
- Attend monthly Executive meetings, when possible.
- Specific instructions and the spreadsheet, gmail account and directory will be passed on directly from the outgoing to the incoming membership executive member.

Oakville Quilters Guild Job Description

Program

- Plan, organize and co-ordinate monthly programs for the guild within the parameters of the established budget. These may include guest speakers/trunk shows, walkabouts, hands-on activities, and virtual programming.
- Have experience or be willing to become familiar with streaming and virtual programming skills, using the Zoom platform, and/or recruit a member with these skills to provide assistance.
- All presenters should be confirmed well in advance (where possible) of their presenting date and, if applicable, in writing. A biography should also be requested so that a suitable introduction can be prepared.
- Fees (including travel) for presenters should be established with the speaker at time of contact. Also, determine their preferred method of payment (cheque or e-transfer).
- Arrange, with treasurer, for payment to presenter.
- Make arrangements for introduction of/thank you to presenter.
- Make arrangements, in advance, for AV equipment, additional table requests, modification to room configuration, when required.
- When possible/appropriate, co-ordinate with workshop co-ordinator to plan and promote a workshop, in conjunction with presenter.
- Prepare a workable budget for the up-coming year's programs and submit to the treasurer in August.
- When possible, establish a liaison with program co-ordinators from other guilds. This provides an opportunity to access speakers from out of our travel range by sharing expenses. This is somewhat limited as it has to mesh with meeting dates of other guilds.
- Prepare submissions for newsletter to advertise upcoming programs.
- Promote program on the Guild's social media platforms.
- Attend executive meetings when possible.

Oakville Quilters Guild Job Description

Workshop

- Plan guild workshops, either in conjunction with monthly speaker, or as member interest or opportunity presents.
- Establish a date and time for the workshop with the teacher and their preferred method of payment. Make workshop location bookings. In some instances, the workshop may be virtual. This may impact some of costs, etc.
- Promote workshop thru newsletter and at guild meetings with samples or pictures, if possible. If not enough people sign up to run the workshop, post on the guild's social media platform and contact other guilds.
- Determine cost and revenue for workshops which can include teacher, room rental, photocopying and miscellaneous requirements. Workshops are self-funding and/or may a source of revenues.
- Prepare a sign-up sheet or alternate to record name and contact information of student and method of payment. Supply lists and patterns provided by the teacher, are provided upon payment for workshop.
- Request payment for teacher fee and room rental from treasurer.
- Provide the treasurer with a copy of the workshop sign-up sheet, along with any miscellaneous expense receipts.
- Confirm details for workshop with teacher and students a few days ahead.
- On workshop day, co-ordinate, in advance of starting time, room arrangements and provision of supplies requested by teacher e.g., iron, power bars.
- Workshops are non-refundable unless a replacement substitute student can be found by the student.
- Prepare budget requests for the August executive meeting.
- Attend executive meetings, when possible.

Oakville Quilters Guild Job Description

Newsletter

- Responsible for the bi-monthly publication (via e-mail) of 5 guild newsletters (no publication July & August).
- Create a master template to facilitate input.
- Collect data related to guild news and submissions from guild committees. Organize and input information, editing for punctuation and spelling when suitable.
- When possible/available, add clip art and/or 'tidbits' to add interest and fill in empty spaces.
- Submit to a dedicated member for final for review.
- Arrange for distribution (database) to members one week prior to guild meeting. (e.g., August/September newsletter, send out prior to September meeting).
- Attend executive meetings when possible.

Social Media

- Update OQG website with program and workshop information including speakers/activities at monthly meetings.
- Take pictures during meetings and workshops.
- Post photos on OQG's social media platform including Instagram and Facebook.
- Liaises with Program and Workshop to promote meetings and workshops on social media platforms as required.
- Liaises with other guilds as required.
- Attend executive meetings when possible.

Oakville Quilters Guild Job Description

Outreach

- Co-ordinate & confirm monthly sew dates with active members.
- Confirm &/or book meeting room for sew dates as drop in (sample locations Trafalgar Park Community Centre, local church, etc.).
- Store or arrange for storage of batting, donated fabric and labels.
- Maintain an inventory and track location of quilts in the various stages. This would include measurements, a picture of the finished quilt and members involved.
- Recruit (as needed) machine quilters to complete quilts. This may include delivery and pick up.
- Oversee (as needed) final completion of quilts-binding & labels. This may involve making and/or sewing on binding and labels or delegating these tasks.
- Arrange for printing of labels as needed (with appropriate fabric purchase). Current printing source is Embroid Me.
- Store or arrange for storage of completed quilts (distributed annually unless by special request/need).
- In late November/early December, co-ordinate quilt distribution with committee members. Make contact with charities, assess requests for quilts and arrange for quilts to be dropped off.
- Prepare newsletter submissions, when appropriate.
- Attend executive meetings, when possible.
- Prepare an annual budget request for the treasurer (batting and labels).
- Review & evaluate the role of Outreach to the community with active members (target groups, need, other projects).

Oakville Quilters Guild Job Description

Special Projects

- Seasonal Displays
 - Displays are done on a seasonal roster at Queen Elizabeth Park Community and Cultural Centre. Other community centres may be included in the future (Trafalgar Park CC, Oakville Trafalgar CC).
 - Submit application/s for guild participation to QEPCCC as required for approval by the Review Committee.
 - Liaise with QEPCCC staff on dates for set-up/take down arrangements and other information required.
 - Plan, organize and coordinate quilt displays
 - Select a theme/topic
 - Solicit participation by guild members
 - Collect quilts for display
 - Collect information for insurance purposes and for the production of labels (submit on required form to QEPCCC)
 - Recruit helpers to install and take-down of displays
 - Plan and manage the set-up/take down of quilts
 - Organize the return of quilts to members
- Assist with Family Day Activities:
 - Set up and prep for Family Day
 - Collect completed blocks and turn the blocks into quilt tops.
 - Solicit other guild members to assist in the sewing of quilt tops.
- Ad Hoc Guild Activities
 - Plan and organize sales of donated fabric, notions, etc.
- Prepare newsletter submissions when appropriate.
- Prepare budget requests for the August executive meeting.
- Attend executive meetings when possible.