

# **Mountain Meadow Quilters Procedures Handbook**

January 2016

## **PRESIDENT**

*Section 2. President: The President shall be the principal officer of the guild. The President shall give general supervision to the membership, and shall be responsible for the meetings of the guild and the Board of Directors. The President may speak for the guild and may sign any contracts or other instruments authorized by the membership. The President shall oversee guild functions and have such other powers and duties as may be prescribed by the membership.*

### **Job Description:**

1. Commits to a 3 year term: Vice President to President to Immediate Past President.
2. Responsible for the smooth running of the guild.
3. Develops goals for accomplishments of the guild during her tenure as President.
4. Conducts the business/program meeting on the 2<sup>nd</sup> Tuesday of each month.
5. Conduct Board Meetings. At least 4 are recommended per year.
6. Summarizes Board Meeting minutes and sends to Newsletter Director.
7. Votes as a Board Member.
8. Communicates regularly with the Vice-President.
9. Conducts the education meeting in the absence of the Vice-President.
10. Prepares a column monthly for the newsletter.
11. Speaks on behalf of the guild as their representative.
12. Signs contracts for meeting space, instructors, insurance forms and other instruments authorized by the membership.
13. Signs a signature card at the bank in order to sign checks in the absence of the Treasurer.
14. May sign membership cards.
15. Is responsible for a P.O Box key.
16. Picks up mailed votes from P.O. Box prior to voting meeting for Master Quilter. Starts a roster for signatures of voters and marks off mailed ballot members. Takes to voting meeting.
17. Communicates with the officers and committee coordinators to see that projects are on track and budget is maintained.
18. Appoints the members of the Audit Team and arranges for a financial audit of the guild's books yearly.
19. Reviews meeting calendar and provides information to the Webmistress, Newsletter Director and contacts the Sunriver Scene and the Bulletin Scene to provide them the dates of our meetings and the annual quilt show.
20. Insures that microphone and AV set-up are available for meetings.

21. Sets agendas for membership and Board meetings.
22. Consults with the Sunriver Quilt Show and Retreat Committees in appropriate years.

### **Guidelines and Calendar**

December: Prior to the beginning of her term as president, meets with Board before the first meeting of the year to discuss and sets budget for the coming year, sets year's goals, establishes an emergency phone tree and previews programs. Reviews the New Members Newsletter and Guild Brochure.

January: At the meeting on the second Tuesday in January the Treasurer will present the proposed budget for the year to the guild for comment, revision and vote (provide version of budget in email to membership prior to meeting). At same meeting the President will present the goals for the year and select the date for the holiday party.

January–July: Consults with Sunriver Quilt Show and Bazaar Committee to ensure planning is on track.

February: Have the Service Projects Director present the proposed service projects to the membership for approval

August: Review Master Quilter Nomination procedures at the first meeting of month and open nominations to be due in one month.

September: Present Master Quilter candidates to the guild. Make sure nominations are in the next newsletter and sent by email to membership.

October: Picks up mailed Master Quilter ballots from the P.O and Master Quilter nominations are read and secret vote occurs for Master Quilter. Counts the MQ votes. Order the Master Quilter pendant from Dede Leupold, 541-480-5368, P.O. Box 9342, Bend OR 97708 ([www.bumblebeads@hotmail.com](mailto:www.bumblebeads@hotmail.com)). Presents the slate of proposed officers and committee coordinators to the guild for the following year.

November: At first meeting of month present the nominated officers and committee coordinators to membership for vote.

December: At December luncheon presents the Master Quilter Award, thanks the shop owners who have attended, thanks the Board and Committee Coordinators (in the past some have chosen to present thank you gifts) and present an overview of the year.

## **VICE-PRESIDENT**

*Section 3. The Vice-President shall act as President in the absence of the President.*

### **Job Description:**

1. Commits to a 3 year term: Vice President to President to Immediate Past President.
2. Votes as a Board Member.
3. Assists the President in all her duties, through regular communication.
4. Conducts the non-business/education meeting on the 4<sup>th</sup> Tuesday of each month.
5. In the absence of the President conducts the Business and/or Board Meetings.
6. Communicates regularly with the President.
7. Assumes the duties and responsibilities of the President in the event of resignation or permanent absence.
8. Speaks on behalf of the guild as their representative.
9. Signs contracts for meeting space, instructors, insurance forms and other instruments authorized by the membership.
10. May sign membership cards.
11. Insures that microphone and AV set-up are available for meetings.
12. Plans and prepares or supervises the preparation of a suitable year-end gift for the out-going President (often a quilt). Funding for the gift comes from the guild's operations budget.
13. Forms a nominating committee for next year's officers. Committee to consist of the Vice-President, two guild members, and the next year's proposed Vice-President. Facilitates the nominating committee meetings.
14. Counts votes for Master Quilter.
15. Renews the insurance policy.
16. Makes meeting room reservations/contracts for meeting site. Liaison with SHARC.

### **Guidelines and Calendar:**

June–August: Selects a nominee for incoming Vice-President.

August: Plans and organizes a tea for the new members (if it is decided one is to be held) with the help of the President. Advertises for new officer volunteers. Forms a nominating committee for next year's officers and committee coordinators.

September: Calls prospective nominees for acceptance of nomination until all offices are filled. Holds additional nominating committee meetings if necessary.

October: Presents the proposed slate of officers and committee coordinators to the guild. Counts votes for Master Quilter.

November: Presents slate of officers and committee coordinators for vote.

December: At annual holiday party presents gift to President and announces/introduces her new Board Members and Committee Coordinators.

## **IMMEDIATE PAST PRESIDENT**

*Section 4. The Immediate Past President shall be a resource to the President and the Board of Directors.*

### **Job Description:**

1. Acts as resource to the President and Board of Directors.
2. Votes as a Board Member.
3. In January meets with new officers and committee coordinators to:
  - Review their job descriptions from procedures handbook.
  - Make sure they understand the job expectations.
  - Help them review their budget and what it is meant to cover.
  - Make sure they have received the necessary materials from the previous officer.

### **Guidelines and Calendar:**

January: Meets with new officers and committee coordinators.

## **PROGRAM DIRECTOR**

*Section 5. The Program Director shall preside over meetings of the membership and conduct the business of the guild in the absence of the President and Vice-President. The Program Director shall organize the programs presented to the membership. The Program Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Commits to a 2 year term: Assistant Program Director to Program Director. At least one of the two will always attend board meetings and have one vote.
2. Votes as a Board Member.
3. Organizes the programs and paid workshops offered to the guild at the first monthly meeting.
4. The Program Director may choose an advisory committee if desired.
5. The Program and Education Directors/Assistants work with each other so that program and education committees can coordinate their presentations around any "Name" speaker who may be coming during the year. Care should be taken not to schedule too many workshops in a short time period.
6. Arranges contracts for Program Workshops as needed. Three workshops seem to work well – space them out. The Program Director may schedule presentations for future year(s). If total costs for a single program including speaker fees, transportation, lodging, meals, etc. will exceed \$500, Board approval must be obtained. An invoice from the speaker is required for reimbursement. Submit bills within 30 days.
7. Arranges housing, transportation and meals for out of town speakers. Mileage reimbursement can be offered to presenters who travel. (Reimbursement will align with current non-commercial IRS reimbursement allocations for housing and meals.) It is the choice of the speaker to stay in someone's home (if available) or a hotel.
8. Coordinates with Mt. Bachelor Guild or other groups to share speaker expenses.
9. Consults with the Treasurer and Education Director concerning the budget allocations for program and education.
10. Programs provided by guild members may be given a gift certificate from one of our advertising sponsors.
11. Organizes/prepares one or two back-up programs in case of last minute emergencies.

12. Stays in contact with the Newsletter Director, Webmistress and Email Coordinator informing them of all program information and changes in a timely manner. (I.e. Speaker's Names, Title of Presentation or description, Date of Presentation and workshop information.)
13. Trains her assistant to move up to Director the next year.
14. As soon as practical, after the guild elections, the incoming Assistant Director should meet with the outgoing Director and new Assistant Director to set priorities for the coming year and pass on all schedules, notes, contracts, etc. at the end of the year, including programs considered but not used.
15. All correspondence is cc'd to the assistant.
16. First meeting in January is to include a trunk show from the new Master Quilter.
17. The Program Director is responsible for room set-up, special equipment, etc., in setting up their program meetings with the help of volunteers.
18. Responsibilities of the Program Director with the Speaker:
  - Inform the speaker they may speak for 45 minutes to 1 hour.
  - Speaker's time is to be monitored by the Program Director. Work out a 5 minute warning signal with the Speaker.
  - If the Speaker has items to sell, set this up in the back of the room so the rest of the meeting can continue. Contact the Vice-President for a table set-up well in advance.
19. Program and Education conduct a survey (as needed) with the members to get ideas for future presentations, i.e. guest speakers or topics, that members are interested in having.
20. Important phone numbers:
  - SHARC: Contact Vice-President to schedule room set-up.
  - Sunriver Library : 541-312-1080
  - Fire hall: Charanne Graham @ 541-593-2411; [charanne@srowners.org](mailto:charanne@srowners.org)
21. Equipment: The quilt racks are in storage unit #254, at Spacemaker Storage on the Post Office side of the street; the irons and ironing boards are in storage unit #78 located on the opposite side of the street from the post office. Call the vice president for the combination to the lock.
22. If there are sign-up sheets to complete for classes offered by Program, they need to be announced and circulated at the beginning of the meeting during "Announcements" so there is time for everyone to see. Also, have them available before, during and after the meeting.



## **EDUCATION DIRECTOR**

*Section 6. Education Director. The Education Director shall preside over meetings of the membership and conduct the business of the guild in the absence of the President, Vice-President, and Program Director. The Education Director shall set goals to improve the quilting skills of the membership. Classes and demonstrations shall be scheduled each month in coordination with programs planned by the Program Director. The education Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Commits to a 2 year term: Assistant Education Director to Education Director. At least one of the two will always attend board meetings and have one vote.
2. Votes as a Board member.
3. The Education Director may use an advisory committee.
4. The Education and Program Directors/Assistants work with each other so that education and program committees can coordinate their presentations around any "Name" speaker who may be coming during the year. Care should be taken not to schedule too many workshops in a short time period.
5. Organizes and coordinates speakers and activities for the second meeting of the month. The education speakers are usually guild members and their presentations are focused on improving the skills of our members. The activities should be chosen to appeal to a broad range of member ability and skill levels. The Education Director may from time to time provide workshops after the education meeting which may also include work on service projects.
6. As soon as practical, after the guild elections, the incoming Assistant Director should meet with the outgoing Director and new Assistant Director to set priorities for the coming year and pass on all schedules, notes, contracts, etc. at the end of the year. This includes programs considered but not used. There are normally 10 slots to be filled over the course of a year. The November meeting may be canceled or be a "Sit & Sew" if it is close to Thanksgiving. Block out times for activities like the holiday luncheon, Sunriver Quilt Show, guild retreat, major holidays, etc.
7. The Education Director should take advantage of member skills to offer a mix of activities, including demo and hands-on workshops to teach or reinforce basic skills. Members should not give more than one presentation/class per year.

8. The Education Director is responsible for keeping track of the guild irons and ironing boards and making them available for classes.
9. The Education Director is responsible for room set-up, special equipment, etc., in setting up their education meetings with the help of volunteers.
10. Consults with the Treasurer and Program Director concerning the budget allocations for education and program.
11. Presentations provided by guild members may be given a gift certificate from one of our advertising sponsors. The Director will insure that presenters are reimbursed for expenses for copying, etc. Proof of purchase is required for reimbursement. Kits prepared for a class should be purchased by those members taking the class.
12. Organizes/prepares one or two back-up programs in case of last minute emergencies.
13. Trains her assistant to move up to Director the next year.
14. Stays in contact with the Newsletter Director, Webmistress and Email Coordinator informing them of all program information and changes in a timely manner. (I.e. Speakers Names, Title of Presentation or description, Date of Presentation and workshop information.)
15. Education and Program conduct a survey (as needed) with the members to get ideas for future presentations, i.e. guest speakers or topics, that members are interested in having.
16. Important phone numbers:
  - a. SHARC: Contact Vice-President to schedule room set-up.
  - b. Sunriver Library : 541-312-1080
  - c. Fire hall: Charanne Graham @ 541-593-2411; [charanne@srowners.org](mailto:charanne@srowners.org)
17. Equipment: The quilt racks are in storage unit #254, at Spacemaker Storage on the Post Office side of the street; the irons and ironing boards are in storage unit #78 located on the opposite side of the street from the post office. Call the vice president for the combination to the lock.
18. If there are sign-up sheets to complete for classes offered by Education, they need to be announced and circulated at the beginning of the meeting during “Announcements” so there is time for everyone to see. Also, have them available before, during and after the meeting.
19. Special room set-up information must be given to the Vice-President well in advance.

## **SECRETARY**

*Section 7. Secretary. The Secretary shall keep the minutes for Business and Board of Directors' meetings, and upon the President's approval, shall provide the minutes to the Newsletter Director in time for publication of the next newsletter. The Secretary shall be responsible for the correspondence of the guild as directed by the President and/or Board of Directors. The Secretary shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Votes as a Board member.
2. Attends all business and board meetings and takes minutes at each.
3. Writes up minutes of business and board meetings and submits to the President for approval, after which she types a final copy to be stored in the Secretary's notebook. Provides final copy to the President and Newsletter Director.
4. Sends business meeting minutes to the Newsletter Director in time for publication of the next newsletter.
5. Arranges for a back-up to carry out her duties in her absence.
6. Stores Secretary's notebooks.
7. Will be the corresponding secretary, including sending thank you and sympathy cards and other correspondence at the direction of the board.
8. Will submit receipts for postage and greeting cards for reimbursement.

## **TREASURER**

*Section 8. Treasurer. The Treasurer shall be responsible for all monies of the membership and keep the checkbook in order. The Treasurer shall pay all bills and be accountable for all financial matters. The Treasurer shall be responsible for taking and recording the dues of members and providing the information to the Membership Director in a timely manner. The Treasurer shall make the checkbook, bank statements and receipts for all bills paid available at least once a year to an audit committee appointed by the Board of Directors. The Treasurer shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Attends all business and board meetings.
2. Votes as a board member.
3. Brings checkbook to all meetings to provide reimbursements if needed.
4. Sees that signature cards at the bank are updated each year.
5. Trains her successor.
6. Incoming Treasurer meets with the President, Vice-President, Program and Education Directors in December for budget suggestions and feedback.
7. In partnership with the President and Vice-President prepares a budget proposal and presents it to the Board for discussion, makes changes and obtains board approval.
8. Presents the approved budget at the first general meeting in January for membership's vote. Sends membership approved budget to the Webmistress for the secure section of the website.
9. Collects receipts for reimbursement checks, writes checks for expenses, deposits incoming checks in bank accounts and maintains and reconciles the guild checkbook. Proof of purchase is required for reimbursement.
10. Records deposits and checks into accounting software.
11. Prints out a balance sheet each month. Provides a copy to the President. Reports on the balance at the business meeting each month.
12. Prepares a year-end profit and loss statement to remain in the files and provides a copy to the President.
13. Picks up mail from the guild PO Box and distributes mail. Is responsible for the mailbox key.
14. Writes to advertisers at year-end with invitation to advertise in the Newsletter.

15. Assists in yearly audit by making available the receipts, checkbook, bank statements and all records.
16. Receives the membership forms and dues from members. Forwards membership forms, marked paid, to Membership Director.
17. Has the ability to collect monthly amounts from members who choose to save for the retreat (layaway plan).
18. Signs the insurance contract.

## **MEMBERSHIP DIRECTOR**

*Section 9. Membership Director. The Membership Director shall be responsible for keeping accurate and up-to-date membership records of the guild. The Membership Director shall provide membership information to the Webmistress and Email Coordinator for inclusion in the roster on the website in a timely manner. The Membership Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Computer skills and the use of a computer and internet connection are required, also must be able to work on spreadsheets.
2. Votes as a board member.
3. Receives “paid” membership forms from the treasurer.
4. Sees to the printing of membership cards.
5. Completes membership cards, has them signed by the President and delivers them to the membership.
6. Prepares and updates any applicable membership spreadsheets.
7. Sends updated Alpha Roster and other forms as needed to the Webmistress.
8. Sends updated Number Roster to Drawings.
9. Sends updated email addresses to the Email Coordinator.
10. Provides a chronological roster to the Newsletter Director for birthdays.
11. Communication between the Membership Director, Email Coordinator, Webmistress and Newsletter Director will be constant. They each must report appropriate changes to the other when received.
12. Notifies members by email/post card when membership dues are past due.
13. Prints the roster one time in February for the members who receive mailed newsletters, and then only prints at those members request.
14. Reports the number of members at the monthly business meeting.
15. Submits expenses to the treasurer with receipts.
16. Retains previous year’s membership files for 1 year after effective date, and then disposes.
17. Passes on current year’s membership forms to new Membership Director after their term ends.

## **NEWSLETTER DIRECTOR**

*Section 10. Newsletter Director. The Newsletter Director shall be responsible for the design, printing and distribution of the monthly newsletter. The Newsletter Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. This position should be a two year commitment. It requires computer skills and the use of a computer and internet connection. MMQ provides the software for producing the Newsletter (which she passes on to the successor). The outgoing Newsletter Director will train their successor.
2. The Newsletter is distributed via email by the second meeting of the month (4<sup>th</sup> Tuesday).
3. Attends all business and board meetings.
4. Votes as a board member.
5. Articles for the newsletter are submitted by the membership. Grammar and spelling may be corrected, but any other changes must be discussed with the author.
6. Solicits newsletter submissions from members. If there are questionable submissions, contact the President or the Board.
7. Solicits photos of quilts (from guild members only) from the Historian/guild members for inclusion.
8. Communicates with the President, Vice-President, Treasurer, Secretary and members to obtain updated information.
9. Updates regular features each month. Including: Thoughts from the President, birthdays, calendar, advertising, drawing recipients and lists of board members, committee persons and master quilters.
10. Reminds members of deadline each month for the newsletter submissions.
11. Researches ideas for “tips” and quotes to use as filler when needed, or may assign this to another member.
12. Formats and organizes material to be printed in the newsletter.
13. Emails newsletter to MoreInk for hard copies to be made.
14. Makes mailing address labels for those receiving hard copies and distributes to them.
15. Sends the newsletter to the Webmistress for posting on the guild website.
16. Sends the newsletter to the Email Coordinator for issuance to membership.
17. Sends the newsletter to the President and Vice President prior to the second meeting of the month.
18. Receives roster with updated addresses from the Membership Director.

19. Communication between the Membership Director, Email Coordinator, Webmistress and Newsletter Director will be constant. They each must report appropriate changes to the other when received.
20. Communicates with advertisers and businesses that donate items for drawings and invites them to submit information for "Words from our Sponsors". May ask Drawings for assistance in obtaining information from the shop owners.
21. Updates the New Member Newsletter in December, per Board instructions and President's approval, to be current in January and provides copies to the Greeter and Membership Director. Also sends to the Webmistress for inclusion on the website.
22. Receives budget allocation for newsletter expenses after the 1<sup>st</sup> Business Meeting in January.
23. Purchases stamps and envelopes for mailing newsletters.
24. Submits expenses to the treasurer, must have receipts to be reimbursed.

Suggestions to simplify the job:

1. Assign a person to deliver and pick up the newsletter from the printer.
2. May have someone responsible for distributing the hard copies.
3. Utilize reporters to cover and write up special articles.
4. Board of Directors, Committee Coordinators will write articles for their upcoming events.
5. Members can submit articles about anything quilt guild related.
6. Use an associate to proofread the newsletter.



## **SERVICE PROJECTS DIRECTOR**

*Section 11. Service Projects Director. The Service Projects Director shall plan and oversee quilted philanthropic projects to benefit Central Oregon. The Service Projects Director shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. This office will be held jointly.
2. At least one of the two will attend board meetings and have one vote.
3. In October, the Service Projects Directors will solicit suggestions from the guild membership for charitable projects for the next year.
4. The Service Projects Directors will research charitable projects in Central Oregon.
5. Make a presentation (explaining the charity's needs) by the February Business Meeting to be voted on by the membership. More than one charity may be accepted. They may invite someone from the organization to speak.
6. The Service Projects Directors will outline the format for the year's projects. This can be done in a number of ways:
  - Kits can be made up using purchased or donated fabrics and patterns.
  - Guild members are invited to make and donate quilts of their own choosing or that fit certain parameters to meet the needs of the selected organization.
  - Workshops can be scheduled (with Education) for Service Projects.
7. Will keep within their budget and will submit receipts for reimbursements.
8. Will make arrangements to help finish quilts for those who cannot do so.
9. Will collect the projects and deliver them to the organization. Prior to delivery, show some of the selections to the guild during Show and Tell.
10. They may bring other charitable projects to the attention of the guild. These may or may not be developed as guild projects.
11. Maintain a list of kits taken (by whom and when returned) and a list of those who contributed quilts.
12. Submit articles to the Newsletter regarding the number of quilts donated to which service project and about service project activities and upcoming classes, listing dimensions for categories of quilts.
13. The guild may make a raffle quilt for an organization that is able to raffle quilts if the membership so votes.

## **HOSPITALITY COORDINATORS**

### **Job Description:**

- Attends each meeting or makes arrangements for a substitute to attend to hospitality.
- Responsible for maintaining the cleanliness of the facility. Kitchen counters are wiped off, trash disposed of properly and carpet vacuumed if necessary.
- Holy Trinity Church requires us to stack the chairs from the middle section of the church.

### **Greeter:**

1. Be friendly.
2. Greet newcomers.
3. Obtain their names to introduce to the membership during the meeting.
4. Give them a New Members Newsletter and a temporary nametag.
5. Gives them an application for membership.
6. Make them feel welcome.
7. Answer any questions they may have.
8. Maintains and monitors a list of visitors (notifies president if 3 visits are exceeded).

### **Hospitality Coordinators:**

1. Arrives prior to the meeting between 8:30-9:00 am to make coffee.
2. Sets out hot water to make tea, sugar, creamer, napkins, etc. May put a tablecloth on the table.
3. Helps refreshment donors set up food on the table.
4. Sends around a sign-up list for refreshments at every meeting until the slots are filled. Three people should sign up for each meeting.
5. Phones the three people who are refreshment donors for the next meeting to remind them they are to bring refreshments.
6. Purchases supplies and submits expenses to the treasurer, must have receipts for reimbursement.
7. Stores supplies between the meetings or stores in storage area as desired.
8. Writes articles for newsletter monthly about who is providing refreshments.

## **HISTORIAN**

### **Job Description:**

1. Keep a record of all guild activities. Include all newspaper articles and pictures of community service projects, any special classes or activities.
2. All photographs of the Sunriver Quilt Show and meeting "Show & Tells" should be stored on CDs and/or emailed to the membership.
3. Make the records available, upon request, to the membership.
4. Physical records (i.e. scrapbooks) can be stored in the storage unit.
5. Once the above materials are archived onto flash drives will store the information and pass on to their successor.

## **EMAIL COORDINATOR**

### **Job Description:**

1. Maintains a list of current email addresses continuously.
2. Receives address changes and chronological roster from the Membership Director.
3. Communication between the Membership Director, Email Coordinator, Webmistress and Newsletter Director will be constant. They each must report appropriate changes to the others when received.
4. On the Friday before each meeting, sends an email message to the membership announcing the DATE, TIME, LOCATION, and PROGRAM/EDUCATION content. Include any other necessary item, such as messages or what to bring and thinking of you's. The month's birthday list is provided with the business meeting announcement.
5. Other messages are sent as received; if questionable, contact the President or Vice-President.
6. Receives the Newsletter and ASAP emails to the membership.

## **WEBMISTRESS**

### **Job Description:**

1. Maintains the guild website by publishing current versions of: calendar, roster, budget, newsletters, forms, Bylaws and Procedures Handbook and other documents in a timely manner. The roster and the budget are only available to guild members.
2. Information on the website is obtained from the newsletter, President, Program and Education Directors and the Board.
3. In January, updates the list of officers, committee coordinators, and master quilters on the website.
4. Renews the guild domain name as needed.
5. Maintains service with our website provider.
6. Receives the newsletter from the Newsletter Director and posts on the website monthly.
7. Communication between the Membership Director, Email Coordinator, Webmistress and Newsletter Director will be constant. They each must report appropriate changes to the others when received.
8. Archives the guilds old newsletters on a flash drive. Will retain the current and past year's newsletter on the website.
9. Donates obsolete software to the Second Tern in Sunriver.
10. Maintains and passes on needed software to their successor.
11. Submits expenses to the treasurer; must have receipts to be reimbursed.

## **NOMINATIONS COMMITTEE**

### **Job Description:**

1. The Vice President appoints at least 3 members (one should be the incoming Vice President) to be on the nominations committee and chairs the meetings.
2. The Vice President may elect to call all current officers and coordinators to see if they will serve another term.
3. The Vice President announces openings of officers and committee coordinators at the guild meetings in August/September. Asks for volunteers.
4. Meets with Nominations Committee and begins calling all active members (not associates) to solicit them for guild jobs. Keeps calling until positions are filled. Keeps asking for volunteers at guild meetings.
5. Presents recommended officers and committee coordinators at the October Meeting. Mentions unfilled slots, asks for volunteers.
6. Presents the proposed slate of officers and committee coordinators at the November Meeting for a vote of approval by the membership.
7. If openings still remain, continues to search for volunteers.

## **BYLAWS COMMITTEE**

### **Job Description:**

1. Bylaws may be amended or repealed, and new bylaws adopted at any time.
2. Request to change the bylaw(s) may be made by any member.
3. The Bylaws Committee will consist of three or more guild members appointed by the President or Vice-President.
4. Proposed changes must be announced and available on the website in writing to the guild at least 30 days before the voting meeting.
5. To pass, a two thirds vote of the members present is required.

## **SUNRIVER QUILT SHOW COORDINATOR**

- Only MMQ members may exhibit quilts.
- MMQ members may offer quilts for sale.
- Cash, checks or charges on the “Square” are accepted for quilts.
- MMQ does not collect a commission on quilts sold.
- Non-members who wish to show quilts should be encouraged to join MMQ.

### **Job Description:**

1. Obtain materials from previous coordinator: binder, manual, supplies, and USB flash drive/CD-ROM.
2. In January, obtain permission from SROA to hang quilt show banner at entrance to Sunriver.
3. Set up quilt show subcommittees, appoint a leader for each.
4. Work with subcommittee leaders.
5. Negotiate with the “Venue” on timing of show, financial support, space needs, equipment needs, and assistance with hanging and take down, signage and quilt sales area.
6. Maintain/update quilt show binder and pass on to successor.
7. Attend Board Meetings January – August to keep Board informed.
8. Work with Bazaar Coordinator (bazaar items, potholders and magazines).
9. Write article about quilt show for the July Sunriver Scene (due mid-June)
10. Write articles for the Newsletter (each month January-July)
11. After show, give report to MMQ Board and MMQ Membership.
12. Prepare spreadsheet detailing participation/non-participation of each MMQ member.
13. Update documents as needed: entry form, liability release form and “This Quilt is for Sale” form. Use MoreInk for printing needs.
14. Distribute entry and liability forms to members in June and July.
15. Form subcommittees and line up volunteers for:
  - Quilt Intake and Return
  - Quilt Sales
  - Quilt Watchers (hostesses)
  - Hanging and Take Down (about 16 people)
  - Publicity: bookmarks printed and distributed to shops for Central Oregon Shop Hop, for display in the quilt stores and given to the Stitchin’ Post for enclosure in Quilters Affair tote bags ; banners; posters; press releases to Oregon newspapers, Central Oregon TV and radio stations.
  - Quilts in businesses (if being done)



- Mt Bachelor quilt raffle (if being done)
- Vendors (if included)
- Quilt Demonstrations (if being done)
- Guild Project.

## **SISTERS OUTDOOR QUILT SHOW COORDINATOR**

### **Job Description:**

1. Early in January, contacts Sisters Outdoor Quilt Show (SOQS) organizer with her name email address and phone number.
2. SOQS organizer (from Stitchin' Post) will provide a clear time line and information for the coordinator to follow.
3. In January, ask Board about special exhibits MMQ will display at the Sisters Outdoor Quilt Show.
4. Takes pictures of quilts to be displayed and emails or sends a CD to the organizer with a description of the exhibit. A write-up is in the Sisters pullout for the newspaper written by SOQS people. They will use the information provided in your description.
5. Requests name of exhibitors and sends list to SOQS contact person.
6. Distributes registration forms to exhibitors – deadline is earlier than for regular exhibitors. Release forms must be signed by all exhibitors.
7. Follow-up on any contributor who did not send her form to Sisters by the deadline.
8. Obtain exhibit location information.
9. Writes an article for the newsletter about MMQ participation in the SOQS.
10. Arrange for volunteers for the MMQ display area, Quilt Show workers and any other volunteers requested by SOQS. SOQS organizer will send sign-up sheets to guild.
11. Determine who will deliver their own quilts and pick them up after the show or will you do it.
12. Must be in constant contact with SOQS organizer.
13. On day of quilt show bring cooler with bottled water, tables, MMQ banner/quilt, guild brochures and anything needed for display or demos.
14. Help with hanging MMQ exhibit quilts.
15. May organize quilting demonstrations by members.
16. At end of quilt show, take down quilts, fold and wait for members to pick up their quilts

Contact Person: Tracy Alexander  
Administrative Manager  
Sisters Outdoor Quilt Show  
PO Box 280  
Sisters, OR 97759  
541-549-0989

## ANNUAL PARTY COORDINATOR

### Job Description:

1. Book the restaurant/SHARC immediately after the luncheon date has been chosen by the MMQ Board (January).
2. Be aware of the amount budgeted for the party. Budget must cover: Entertainment, microphones, MMQ sponsored Guest Meals (Shop Owners and Entertainer), decorations, and programs (made by committee member). MMQ Members and their guests pay for own lunches.
3. Meet with conventions person to work out a menu (January).
4. Negotiate a price per plate set by the Board (e.g. \$25 per plate for lunch including beverage and gratuities) January.
5. Work with a committee to gather ideas for entertainment. Make a selection, contact the entertainer(s) and agree on what will be done, what the fee will be (if any) and what equipment is needed.
6. Arrange for equipment and microphone(s) as needed. The President will need a microphone.
7. Meet with committee early in the year to discuss a theme, decorations, games and/or favors. Use files from previous luncheons for guidance.
8. Shop for materials early (look for sales). Must have receipts in order to be reimbursed by the treasurer. If more than one person shops, stay in touch to not exceed budget.
9. Schedule work parties for your committee or volunteer members to make decorations. Try to have them done by October.
10. Announce details for the luncheon, write an article for the newsletter giving Annual Party: when, location, menu and price. Arrange for a sign-up sheet for members. Arrange for the treasurer to collect the checks. Remember the last two guild meeting may be the end of October and beginning of November. The second meeting in November may be canceled if close to Thanksgiving.
11. Build in leeway for last minute sign-ups. Arrange for a due date for members (let members know) and a final number count due date for the restaurant.
12. Sends invitations to quilt shop owners; give them deadline to RSVP.
13. Be sure to allow for dietary considerations and communicate them to the restaurant.
14. The menu and program agenda are provided on printed programs at each table setting made by a committee member.
15. Arrange for the committee to set up table decorations on day of luncheon.
16. Arrange for a check-in desk and name tags.
17. After the luncheon, writes a committee report to go into the Luncheon file and pass on to your successor.

## **BLOCK OF THE MONTH/TECHNIQUE OF THE MONTH COORDINATOR**

The Block of the Month (BOM) and/or Technique of the Month (TOM) are chosen by a survey/vote of the membership.

### **Job Description:**

1. The BOM/TOM Coordinator may select a committee to assist in the planning of the program for the year.
2. Instruction begins in January.
3. Provide articles for the Newsletter announcing activities or programs.

### **Block of the Month (BOM)**

1. Each month directions will be given as well as brief oral instructions and/or demonstration of construction as needed of the month's block(s).
2. The last month will give instructions for the completion of the quilt and/or a class may be scheduled for completion.
3. Keep in mind the variety of skill levels in the group
4. Suggestions:
  - Have a theme for the year
  - Provide one of the fabrics for each month
  - Suggest a color for each month's blocks
  - Collect patterns from local stores.

### **Technique of the Month (TOM)**

1. Arrange for a presentation or demonstration of a quilt making related technique each month.
2. Presentation is made at the second monthly meeting (Education Meeting).
3. Presenters are usually guild members.
4. Technique should take 5- 15 minutes to explain. This may include oral and written instructions.
5. Activity may or may not coordinate with the Education program.

## **DRAWINGS COORDINATORS**

### **Job Description:**

1. Only MMQ Members are allowed to be eligible for drawings and they must be wearing their name tag. Visitors may be in the book drawing.
2. Job will consist of at least two members. Three are recommended: one to show the item, one to draw names and announce the winner and one to record the information.
3. Coordinators will receive and store the plastic bins with the necessary equipment to complete the drawings at the business meeting from the previous job holders.
4. Equipment includes: list of members and their guild numbers, drawing chips, logo pins, paper slips for drawings, pencils etc. They have \$30 for change and book drawings.
5. In January, contact the business owners/advertisers who have participated as sponsors in the past to see if they will continue to participate. Set up an arrangement for pick-up of items. The Stitchin' Post mails its items to us.
6. Receives a list of new members with their guild membership number from the Membership Director and makes a chip for them for drawings.
7. Buy two books for the drawings each month. Books can be ordered from AQS through Bevalee Runner (allow time for delivery), or purchased from one of our advertisers. If possible, choose titles that coordinate with the program/education being given that month. Submits receipts for book reimbursement to the treasurer. Donna at High Mountain in Redmond usually has her books at 20% off. May also order from Connecting Threads where they have book sales and coupons.
8. Drawings take place the first meeting of the month; arrive at 9:00 a.m. to set up tables, set out membership chips, drawing items, books for drawing with baskets and slips of paper for entries. The Drawing Coordinators may also sell "logo" pins.
9. All money collected at the meeting is turned over to the Treasurer.
10. Completes a list of all drawing and book winners beside the gift they won and submits to the Newsletter Director to put in the newsletter.
11. Assists the Newsletter Director in gathering store information for the monthly newsletter column. Ask Donna at High Mountain in Redmond if she has any information for the newsletter when you pick up her sponsored item. All other shops should email their information to the Newsletter Director.
12. Remind members to thank the shop owners for their generosity when they win a gift.
13. Check with the Annual Party Committee to see if they intend to have drawings at the Annual Party.
14. At the end of the year, make sure you have two books for Drawings at the January meeting as the new Drawings Coordinators won't have had time to pick them up.

15. Donated items-

- Fabric, batting and thread that is donated is given to the Service Projects Director
- Only new items will be accepted and will be held to be used as prizes or for drawings at the annual party, retreat or other sponsored guild event.

16. Maintains a current list of quilts shops in the area.

## **APPLIQUE GROUP**

1. The Applique group meets monthly on the third Tuesday of the month.
2. All MMQ members who are interested in hand applique may attend.
3. Applique skills may be taught when advance notice is given.
4. An applique project is assigned to beginners. Others may work on individual projects or on a joint member-approved assignment.

## **RETREAT COORDINATOR**

### **Job Description:**

1. Form a retreat committee. Plan and divide tasks.
2. Visit possible venues and choose one.
3. Solicit suggestions for possible teachers from guild members. Research possible teachers, check their availability. Get a contract.
4. Picks a date
5. Arranges a layaway plan with the Treasurer
6. Arranges for food.
7. Keeps a budget.
8. Provides maps for directions to venue.
9. Makes room assignments
10. Arranges Trunk Show, time, place, who invited.
11. May set up booths by quilt stores
12. Attend Board meetings from January through May of the Retreat Year.
13. Reports to President, Board of Directors and membership as needed.
14. Writes articles for Newsletter.
15. Designs retreat entry forms.
16. Calculates amount of fees
17. Submit receipts to treasurer in order to be reimbursed.
18. Keeps a notebook of meeting summaries, "To Do" lists, contracts and other necessary copies so that the next retreat coordinator will have a time line to follow.
19. Decide when to open up registration to those outside the guild (and what their costs would be.
20. Promote attendance at the retreat. Advertisements to other guilds and quilt shops.
21. Invite quilt shop owners.
22. Entertain teachers during the retreat (meals, etc.,)
23. Check out other public events to avoid conflicts.
24. Provide name tags, handouts, snacks and meals.



## BAZAAR COORDINATOR

### Job Description:

1. Receive the Bazaar binder from the previous Coordinator.
2. Start early in the year to enlist MMQ members to conduct workshops for making items to sell at the Bazaar. Hold workshops from February through July and encouraged to hold workshops during the fall.
3. Workshop policy is those that attend and learn to make an item must supply a like item to be sold at the Bazaar. This is the payment for the free instruction.
4. Consult with previous Bazaar Coordinator or Sunriver Quilt Show Coordinator to see what items sold best.
5. Sets up the workshops: provides a facility, finds an instructor to teach how to make a bazaar item, sets up times, places, notifies members of workshops to be given and provides sign-up sheets and supply lists to members.
6. Writes articles to encourage conducting and attending workshops for the bazaar.
7. Make brief announcements at meeting about upcoming workshops and if possible shows items to be made. If there are sign-up sheets to complete for classes for the Bazaar, they need to be announced and circulated at the beginning of the meeting during "Announcements" so there is time for everyone to see. Also, have them available before, during and after the meeting.
8. Organize gently used quilting book and magazine sales.
9. Sets up a Bazaar Committee:
  - Someone to collect and store Bazaar items as donated
  - Group to set up the bazaar at the assigned location, may need:
    - Clothes Pins, safety pins
    - Table Cloths
    - Baskets, display racks
    - Masking tape, scotch tape
    - Rope or hanging twine
    - Signs, labels
  - Two or three to price bazaar items
    - Price Tags for each item
    - Signs on tables
  - Workers to staff the tables during the Bazaar
  - MMQ pins and MMQ brochures should be available
  - Helpers to take down the Bazaar

10. All money made at the Bazaar is handed over to the Sunriver Quilt Show Coordinator/Treasurer at the end of the Bazaar. The money must be counted by two people.
11. Expenses are given to the treasurer and receipts must be provided to receive reimbursement.
12. Important phone numbers:
  - SHARC: Contact Vice-President to schedule room set-up.
  - Sunriver Library : 541-312-1080
  - Fire hall: Charanne Graham @ 541-593-2411; [charanne@srowners.org](mailto:charanne@srowners.org)
13. Equipment: The quilt racks are in storage unit #254, at Spacemaker Storage on the Post Office side of the street; the irons and ironing boards are in storage unit #78 located on the opposite side of the street from the post office. Call the vice president for the combination to the lock.

## **AUDIT COMMITTEE**

### **Job Description:**

1. An audit will be performed annually.
2. The Committee will consist of two–three MMQ members.
3. The committee will audit the treasurer’s records.

## **SECRET SISTERS COORDINATOR**

### **Job Description:**

1. In November, the Secret Sister Coordinator will describe the program and distribute secret sister information forms to the membership. These forms are collected at the November meeting and the Annual Party and Secret Sisters Luncheon in December.
2. Write an article for the Newsletter encouraging members to participate in Secret Sisters.
3. Matches Secret Sisters names and notifies participants of who their secret sister is along with the information they submitted. Keeps a list on file of who is whose secret sister for the revealing party.
4. Late applications (after selection) for secret sisters may be matched if there are enough late participants.
5. Should attend each meeting or arrange for a substitute in order to distribute gifts brought to each meeting.
6. Arrange coverage if you are unable to attend a meeting.
7. Members participating in secret sisters are asked to take home their gifts if the recipient is not at the meeting to receive the gift and to bring again.
8. Arrange for the Secret Sister Revealing Luncheon in December. Make sure to put articles in newsletter announcing the luncheon and inviting all secret sisters. Also announce at meetings.
9. Store information and pass it on at year's end.

## **GENERAL GUILD POLICIES AND INFORMATION**

### **Reimbursements**

Reimbursement will only be made with proof of purchase. (i.e.: receipts, credit card charges on bill, etc.)

### **End of Officers Term**

The policy of the guild is to pass on all materials, schedules, procedures, notes, etc., when your term has ended, to your successor.

### **Website Documents**

The following documents are allowed on the website:

- Program and Education program information
- Information approved by the Board of Directors, i.e.
  - Change in officers
  - New Members Newsletter
  - Forms
- Newsletter
- Bylaws
- Procedures Handbook
- Roster – secured page
- Budget – secured page

### **Membership**

All members are encouraged to volunteer in support of all guild activities. These activities include attending meetings, taking classes, participating in making bazaar items, helping with service projects and volunteering for other projects.

## **Insurance**

The guild's insurance is issued by: State Farm Insurance  
1180 SE Division St.  
Bend, OR 97702

(541)382-6828 The agent is Fred Hornback

Renewal – due by October 24th

## **Bank**

The bank used by the guild is the: Bank of the Cascades  
57750 Beaver Dr.  
(541)593-8101 Sunriver , OR 97707

## **Mail Service**

The guild receives its mail at the: Sunriver Post Office  
PO Box 3254  
Sunriver, OR 97707

## **Photocopying**

MoreInk is the facility to be used for photocopying for classes and meetings. Be accurate about the number of copies made. Charge to MMQ account for their services and pass on the receipt to the Treasurer for reimbursement.

The guild has an account at: MoreInk  
1245 SE 3<sup>rd</sup> St. Suite C1  
(541)317-5577 Bend, OR 97702

## **Spacemaker Storage**

The guild has two storage units at Spacemaker Storage (541-593-5133). One is located on same side of street as the Post Office - Unit #254. The other is located on the opposite side of the street from the post office – Unit #78. Contact the Vice-President for the combination lock number. Open 7:00 am to 8:00 pm

## **SHARC**

All contact with the SHARC is made by the President or Vice-President.

## **Sunriver Scene**

The contact for the Sunriver Scene is Marti Croal. She also submits information to Channel 4 (Inside Sunriver). 541-585-2937 x 621. Email: [martic@srowners.org](mailto:martic@srowners.org)

## **Guild Project**

Yearly, the MMQ Members are invited to participate in our Guild Project. The project is a great incentive to try something new. A different theme is chosen each year. Depending on the project, the quilt may need to be a certain size. The quilts are displayed at the Sunriver Quilt Show (the first Saturday in August) and at the Sisters Outdoor Quilt Show (in July).

2015 – Modern Quilt

2016 – Hexagon Quilt

## **Overall Schedule for Master Quilter Voting**

At the first MMQ Meeting in August (2<sup>nd</sup> Tuesday of the month) – the Master Quilter Voting Procedures are reviewed and nominations are opened. Nominations must be received prior to the MMQ meeting in September (2<sup>nd</sup> Tuesday of September).

At the first MMQ Meeting in September (2<sup>nd</sup> Tuesday of the month) – the Master Quilter nominations will be announced. Nomination letters will be read to the membership present. Nomination letters will also be submitted for the October newsletter and sent by email to the membership online.

At the first MMQ Meeting in October (2<sup>nd</sup> Tuesday of the month) – The Master Quilter Vote will occur and votes counted. Members who **will not be present** at the first MMQ Meeting in October (2<sup>nd</sup> Tuesday of the month) must mail their Master Quilter Votes to MMQ P.O. Box by the meeting date; following the Master Quilter Secret Ballot Voting Procedures.

## **Master Quilter Secret Ballot Voting Procedures**

### **Member Present at Meeting:**

Members present at the voting meeting will be given a ballot. The member will sign a roster that they have voted and will put the ballot in a box.

### **Member not present at Meeting:**

The member who will not be present at the voting meeting may put their vote on a piece of paper and insert it in a plain sealed envelope. That envelope is put in another mailing envelope with the members name on the outside in some manner (i.e. return address) and mailed to MMQ P.O. Box 3254, Sunriver OR 97707. It must be mailed one week prior to the actual guild voting date in order to be received and counted in a timely manner.

### **President:**

Day before the guild voting day picks up all ballots from the MMQ mailbox. Start a roster and mark off those who have mailed in their ballots. Remove the identifying envelopes and put ballots/notes in box. Take box and roster to the guild voting meeting.

### **President and Vice President:**

Count the votes before meeting ends to make sure there is not a tie vote. In the event of a tie, the vote will be repeated between the tying nominations only, with only the members present voting.



