

All Star Standing & Other Committees March 2019

All Committee Chairs will: Board action approved

- Attend monthly Board meetings or send another committee member who will make the report, and have the vote for a Standing Committee.
- Maintain an updated list of responsibilities and other information needed to perform their committee's duties. When a new chair is named, this will be passed on to the next chair before the end of the January Board meeting.
- Make note of where the committee's duties interact with other committees and be prepared to coordinate with the other chairs.
- Be responsible for the duties of the committee, and should recruit committee members to assist in these actions. May name the chairs of the sub-committees.
- Be sure the committee's activities are included as needed on the Guild's calendar.
- Be prepared to make a report at the general meeting.
- Provide an article for the monthly newsletter.
- Provide budgetary needs for the following year when requested by the Treasurer.
- Be familiar with the Bylaws of the Guild.
- Be informed about Guild business by reviewing personal email often or by other means.

THIS GOES WITH EVERY COMMITTEE CHAIR JOB DESCRIPTION

All Star Standing Committees March 2019

- 1. COMMUNICATIONS:** **Board action Approved as amended 5/6/19**
Committee is responsible for communication of information inside and outside the guild. ***The Newsletter editor is usually considered the chair of this committee.*** Duties may be shared among committee members according to their abilities and any section may be a sub-committee.

Newsletter Editor:

- Responsible for the gathering of information and articles to be published in a newsletter and distributed no later than seven days before each of the Guild's general meetings. This may be done by posting electronically on the website (to be sent to the webmaster) or by email attachment, provided to the E-blast person. Perhaps at additional member cost, a condensed version by regular mail service or pick up at the general meeting may be available.
- Minimum requirements for the newsletter are information about the next general meeting, classes, an updated Guild calendar of activities for at least the next few months, and a contact list that includes officers and committee chairs.
- Share Membership updates with committee members.

Webmaster:

- The webmaster is responsible for the timely upkeep of the website, especially posting the newsletter immediately, and to include pages covering at least the same minimum information as the newsletter, plus the bylaws and library inventory. Additional pages of interest and convenience to the Guild may be determined by the Board and/or Communications committee members.
- The website and its domain name, with all registrations and passwords, are the exclusive property of the Guild. The webmaster will provide a trusted member, announced to the Board, with all website domain and website hosting registration numbers, passwords and other vital information for access to the site, and updates on any changes. This information will be held securely and made available only to a person authorized by the Executive Committee if the webmaster is not able to fulfill his/her duties.

E-Blast:

- For immediate spread of information needed by members, by emails or current technology. Maintain an updated database of members email addresses.
- Send a monthly E-blast with the newsletter attached and/or a link to the website page for the current issue.

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Telephone: Will maintain a "Telephone Tree" of some sort to notify members as needed.

PR :

- Responsible for placing meeting notices in local newspapers and occasionally providing news articles about Guild activities of public interest.
- Will maintain a list of current publications, websites, etc. and how to contact them.
- Will maintain an updated flyer about the Guild for publicity.
- Will be responsible for putting an ad in the QuiltFest Program.

Facebook/ Social media:

- Maintain the Guild's Facebook or other social media postings.
- Only friendly, quilt-related content will be allowed.

2. COMMUNITY SERVICE:

Board action approved 5/6/19

- Collect finished quilts and other projects and distribute to the Guild's selected charities.
- Accept fabric and other donations on behalf of the guild. Community Service has found it useful to measure and label the fabric prior to displaying fabric to the members. This fabric is designated for our members use when making items for charities. Fabric is made available to the members prior to our general meetings. Currently, the fabric is stored in a locked closet at the church.
- Purchase and maintain an inventory of batting for use in community service projects. Provide quilt labels as needed.
- Keep records of all completed items distributed to the guild's selected charities. This information is given to the Secretary and Treasurer. The guild is required to track and report this data as we are a 501c3 entity.
- On a quarterly basis, collect and deliver donations to the Mandarin Food Bank.

3. EDUCATION:

Board action approved 5/6/19

- Will be responsible for the scheduling and other arrangements involved with providing a variety of classes (techniques, patterns, skill levels) to the guild.
- Ensures classes are set up a minimum of 90 days in advance.
- Receives all monies pertaining to classes and processes them through the Guild's treasurer.
- Must be knowledgeable of the requirements in the Guild's speaker/instructor contract. If the speaker/instructor's contract is used instead, it must meet the requirements of the guild. All contracts will be co-signed by the President. All speakers/instructors must sign a contract.

- Keep on top of the dates in the contract and cancel the event if needed.
- Will honor contracts made by the previous year`s committee.
- Will work with the program chair on selecting speaker/instructors.
- Needs to adequately advertise the classes/lectures with information and samples both at the general meetings and in the monthly newsletter.
- The chair or a designee must be “in charge” on the day of the event.
- Is responsible for “show and tell” at the monthly guild meetings. This duty may be assigned, but includes holding of the quilts for display and keeping a record of the members who show them.

4. LIBRARY:

Board action approved 5/6/19

- The Guild Librarian is responsible for books, and other media belonging to the All Stars Quilters Guild.
- Will keep records of items borrowed from the library, impose fines for items that are returned late or lost.
- May also dispose of outdated and/or unwanted items at a sale for Guild members. Any money accrued by way of fines or sale of materials will become property of the general fund of the Guild.
- The Guild library will be housed in a central location and will be made available to Guild members at each general meeting, unless conditions preclude this from taking place. For example, all available tables may be needed for a special program or the available space might be needed for a Guild sponsored "tag" sale.
- Will update the inventory of materials on a periodic basis. This inventory will be available to Guild members via the Guild website.

5. MEMBERSHIP:

Board action approved as amended 7/1/19

- Will maintain a current record of the Guild`s members.
- Will provide all information about new members to the webmaster and E-blast person on a monthly basis.
- Will provide the names of deceased members to QuiltFest and include them in the Guild`s directory.
- Will distribute to new members all available information about the guild and a membership packet (including a pin, a directory, and name tag making instructions).
- Will be responsible for the collection of membership dues. All monies collected will be processed through the Guild`s treasurer in a timely manner. Will contact any members who have not renewed before the end of the January meeting.
- Will introduce new members and guests to the Guild and make a monthly report at the meetings and in the newsletter.
- Will be responsible for the annual publication of the Guild`s directory.
- Will be responsible for welcoming members and guests to the meetings.
- Will be responsible for all sign-in procedures at the general meeting and maintain the membership table.

- Will provide information to the Corresponding Secretary about guild members' unexplained absences of 3 months from the general meeting.

6. QF REPS:

Board action approved 5/6/19

Members of this committee are six representatives to sit on the QuiltFest, Inc. board (4 voting Reps and 2 Alternates to vote in place of an absent Rep). Their primary duty is the relay of information between the Guild and QF. One Rep will be named Chairman for the committee and be responsible for a monthly QF report to the Guild board of directors and general meetings.

- Representatives and Alternates are Guild member volunteers, confirmed by the All Stars board of directors.
- Both Alternate positions are considered open annually to give priority to new volunteers. If there are no volunteers, current Reps and Alternates may continue in their positions, if willing. Serving as Alternate is a path to becoming a Rep.
- One (1) Rep opening will be created annually IF an Alternate, who has served for one year, wants to become a Rep. and volunteers before the November Board meeting.

In the event a Rep is not able to serve for any remaining part of the year, a current Alternate (even if one has not served for a year) may be named by the Board to fill the vacant Rep position.

- If an Alternate wishes to become a Rep, in December the four current Reps will recommend to the Board who is to be replaced. A Rep may move to an Alternate position IF one is open.

The Board will finalize the list of Reps and Alternates at the January Board meeting to be sent to QuiltFest, Inc. by February 1.

- **Representatives will:**

Attend all QuiltFest board meetings and others as required.

If attendance is not possible, contact one of the Reps or Alternates, so an Alternate can vote in their place.

As QF board members, be expected to take leadership or committee roles in running the annual QF show. QF bylaws allow Reps to hold elected positions on that board.

- **Alternates will:**

Attend all QF board meetings during the year, and others as required.

Be available to vote in place of an absent Rep.

As QF board members, be expected to take leadership or committee roles in running the annual QF show. QF bylaws prohibit Alternates from elected office (Pres., V-Pres., Sect., or Treasurer) on that board, but they can be chairmen and committee members.

Serve at least one year as an Alternate before becoming a Rep.

7. WAYS & MEANS:

Board action approved 5/6/19

- Chair is responsible for creating, scheduling, and over-seeing all fund-raising events for the Guild.
- Various events may have their own committees, with approval by Ways & Means chair and Guild Board. Examples: sewing room sales, extra raffles (some funds need to be raised from outside the guild per our 501(c)3 status.
- Once monetary objective is communicated by the Board to Ways & Means, W&M committee recommends fund raising projects, associated cost (if any) and steps to complete.
- Ways & Means is responsible for management/oversight of the Quiltfest booth. This includes scheduling members to “man” the guild booth for the duration of the show.
- Responsibility for the raffle quilt should be coordinated with the Quilt Mother. This includes knowing the location and movement of the quilt , hanging of raffle quilt at shops, and taking raffle quilt to Quiltfest Take-in.
- Ways & Means is responsible for all ticket –related activities at QuiltFest, including the drawing and delivery of the quilt to the winner.

SPECIAL COMMITTEES Annual committees to be named by Board, not Pres.:

AUDITING:

- Appointed by the Board annually in November and composed of a chair plus 2 members.
- Duties are to meet with Treasurer to audit the accounts at the close of the fiscal year (Dec. 31st) and report to the general meeting in January.

NOMINATING:

- Appointed by the Board annually in August, and composed of a chair plus 2 members. Duties will be:
- Prepare a slate of proposed officers to be presented at the general meeting in September and published in the Guild’s October newsletter.
- Incumbents may not serve more than 2 consecutive terms for the same office.
- Job descriptions will be provided to proposed nominees.
- Any member may be nominated for office unless at the time of installment will hold office in another quilt guild.
- No one may be nominated without his/her consent.
- Competition for offices is not needed or recommended.
- Shall conduct the election at the October general meeting (Annual Meeting) by ballot or other appropriate means.
- Nominations from the floor may be accepted, with the nominee’s prior written consent. See Bylaws, Article IX, Section C., 2. Nominating Committee.

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OTHER SPECIAL COMMITTEES chairs may be named by the President

BYLAWS: as needed, Review every 5 years, may be named by President and Board.

CHALLENGE:

Board action approved 7/1/19

- The Chair will decide on the theme for the Challenge. The Challenge could be based on a specific technique or theme.
- The size and any other specifications will be determined by the chair, possibly with the help of a committee.
- The rules of the Challenge will be announced at the January general meeting and will also appear in the Guild newsletter from January through the month of the reveal/program.
- The reveal of the Challenge entries will be at the discretion of the Vice-President (program co-ordinator) of the Guild. Generally the reveal of the entries is the program of the June general meeting.
- The chair is responsible for the program of the Challenge, including the display of the entries, overseeing the voting for the winners, and show and tell of the quilts by their makers. Winners are determined by vote of the Guild members at the reveal of the entries. The top three vote-getters will receive the same prize. In the event of a tie, four identical prizes will be given.

HISTORIAN:

Board action approved 7/1/19

- Posts photos: challenge and any other event that may be of interest to the guild membership to Photobucket (<https://secure.photobucket.com/login>) application on the internet. Prior to posting photos to Photobucket editing and compressing the photos may be needed. Photos are compressed prior to posting to keep the cost of Photobucket to a minimum.
- Take member photos for the membership directory.
- Send member photos when requested to the individual preparing the annual membership directory.
- Maintain a list of members and new members in order to keep track of member photos previously taken and members without photos. New members are encouraged to have their pictures taken through-out the year by the Historian and Membership chair.
- Historian is the repository for articles, letters and items that may be of historic interest to the guild. The items are organized by year and may be inserted in a binder or labeled manila envelope. In addition, older photos and documents may be scanned and kept on a disc.

HOSPITALITY:**Board action approved 7/1/19**

- Will be responsible for all arrangements for any food service at guild meetings.
- Will circulate lists for volunteers as needed.
- Will be responsible for set up and clean up of the kitchen and any tables used.

PARLIAMENTARIAN: to be named by Board as needed**QUILT MOTHER:****Board action approved as amended 7/1/19**

- The Quilt Mother is responsible for the selection of the design and the completion of the quilt of the All Star Quilters' Guild for QuiltFest.
- The amount of Guild participation in the making of the quilt is at the discretion of the Quilt Mother.
- The cost of the materials may come from donations from Guild members and purchase of materials by the Guild.
- The Quilt Mother is responsible for filing the paperwork to enter the Guild quilt in QuiltFest. The cost of the entry of the quilt in QuiltFest will be paid for by the Guild.
- The Quilt Mother will be responsible for the quilt from its completion to its take-in for QuiltFest. Any showings of the quilt before QuiltFest by the Ways and Means Committee or any other entity of the Guild will be coordinated with the Quilt Mother.
- The quilt should be completed far enough in advance of QuiltFest to allow as much time as possible for tickets to be sold.

RETREATS:**Board action approved as amended 7/1/19**

Usually the **Spring Retreat** is an in-town event and the **Fall Retreat** is held at an out-of-town facility. The Retreat Chair:

- Will announce and give detailed information about the retreat in a timely manner at both the guild meetings and in the newsletter.
- Will have sign-ups and set an attendance limit. A waiting list will be kept and filled from as needed.
- Will provide registration forms and maintain them.
- Will coordinate the details with the event location administrator (including date, place, price, menu and all other requirements of the guild and facility)
- Will collect monies in enough time before the event to insure ample time for members to respond.
- Detailed payment records will be kept and receipts given.
- Will process all monies collected through the guild treasurer in a timely manner. Refunds will be handled as per the refund policy.

- May designate these duties to another committee member as needed.
- Will arrive at the retreat facility in time to arrange the areas appropriately, greet the attendees, and provide information.
- Will handle all matters between the attendees and the retreat facility.
- Will remain available throughout the event in person or by phone. And will finalize payment and exiting of the facility.
- The treasurer will provide payment for the facility at the designated due date.

Board action approved 5/1/23

Fall retreat refund policy

- \$50 NONREFUNDABLE registration fee. All fees must be paid in full by the October general meeting
- \$320 Paid in full at registration (\$50 is NON REFUNDABLE)
- All refunds prior to the October payment deadline will exclude the \$50 deposit, unless retreat is canceled by the guild or by the Silver Springs. Retreat
- We will be unable to make any refunds after the October general meeting unless retreat is canceled by the guild or by the Silver Springs retreat.

Spring retreat refund policy

- \$25.00 NONREFUNDABLE registration fee. All fees must be paid in full by the April general meeting.
- \$55.00 Paid in full at registration (\$25 is NONREFUNDABLE)
- All refunds prior to the April payment deadline will exclude the \$25 deposit, unless retreat is canceled by the guild or the retreat facility.
- We will be unable to make any refunds after the April general meeting unless retreat is canceled by the guild or the retreat facility.

ROAD TRIPS

Board action approved 7/1/19

- Several times per year road trips will be arranged for the guild. These may be to a quilt show, quilt shop, or other quilt-related events. Generally these trips will be on a weekday (occasionally a Saturday), include lunch, and return before evening. All costs are covered by each individual, unless special plans have been made and announced in advance.
- The Chair will contact the event location, make arrangements, and secure a lunch venue.
- Will announce the trip, meeting location(s), and time of departure, both at the guild meetings and via newsletter.
- Will prepare a sign-up sheet for members wanting to attend. If those signed-up find they cannot go, they should contact the coordinator as soon as possible.
- Will have the sign-up list at the meeting location. Drivers need to know who is in their car.
- Will determine the drivers and riders for each car based on the number of members at the meeting location.
- Will choose a departure time. Cars will leave at the stated time.
- May not attend all road trip events, but will provide the sign-up list at the meeting location. A designee must be named "in charge" of the trip.
- Will ask the riders in each car to contribute to the driver's gas expenses. This is required.

- Will make arrangements if a bus is hired, and handle quotes, the contract, payment and determination of member cost.
- Will process all monies collected, if any, through the Guild's treasurer, in a timely manner. Refunds will be handled per the refund policy.
- PLACES TO FIND OUT ABOUT EVENTS: Google quilt shows in Florida; FloridaQuiltNetwork.com; Country Register; Guild member suggestions

SEW & TELL: new committee? If not, these duties fall under Education or VP/ Program **Board action approved**
7/1/19

- Prior to the Sew n' Tell portion of the General Meeting , will recruit 2 or more people to hold the quilts being viewed.
- Specific groups may be asked to show quilts at the same time, such as Community Service or class projects.
- Will prepare a list to be filled in by members prior to showing their projects. The list should include a column for the member name and a brief description of their completed project. This list will be used by a committee member to create a short newsletter article of the projects shown at the monthly meeting.

SIT & STITCH:

Board action approved 7/1/19

- Will coordinate calendar dates not taken for Board and General meetings, and classes.
- Has approval for any special themes, sew-ins, charity, etc. activities suggested for S&S days. May present a Block of the Month or other activities.
- Will be responsible for opening and closing the building or assigning that duty for S&S days.

UFO CHALLENGE:

Board action approved as amended 7/1/19

- UFO activity is a guild event every other year, organized to encourage members to complete projects started in prior years.
- The Committee determines rules such as the time range for the age of the incomplete projects (e.g. more than 12 months since start). Examples of other rules from past years UFO project – excludes mug rugs, place mats (unless significant quantity), and 12 X 12". Rules may change from year to year. These will be published in the newsletter.
- Create and publish form to be filled out for those members wishing to participate. Members fill out forms, keep a copy and give copy to UFO committee. UFO committee prepares a separate Sew n' Tell UFO form to be filled out prior to monthly Sew n' Tell. This list should be used by a committee member to create a short newsletter article of the UFO projects shown at the monthly meetings. In addition, the completed UFO forms are used to determine the total UFO projects completed by each participant during the course of the activity.
- There is a drawing at the end of the UFO project for various prizes and a prize awarded for the member completing the most projects.

SMALL GROUPS:

Board action approved 7/1/19

- Small groups formed, such as Appliqué, Zentangles, 12 x 12 and any others, must be made up of Guild members if the group wishes to meet under the ASQG contract for meeting space.
- Groups will state their purpose and give a contact person's info to the Board.
- Must make arrangements with the Guild for the access to and closure of the building prior to their meetings.