

Herring Run Quilters' Guild – President

Job Description:

- Arrange a date and place in August to gather the members of the Executive Board and Committee members in order to discuss the upcoming years' goals and activities.
- Preside over the monthly guild meetings and bi-monthly Board meetings.
- Determines the order of business at the start of each meeting. Generally, starting with welcoming the group and calling a member of the Program Committee to introduce the day's Guest Speaker and the workshop/class if applicable. Call for reports from the Executive Board and Committee members. Bring up any new business and/or report on any unfinished or old business. Call for the Show & Tell segment, and when that is over, announce the refreshment break and the length of time allotted.
- Is responsible for writing and submitting the President's Letter to the member in care of the Herring Run Quilters' Guild, Inc. quarterly newsletter.
- Arrange to meet with the Executive Board prior to the May monthly meeting. At this time the Treasurer's proposed budget for the coming year will be reviewed and an auditor will be appointed by the President and Vice President.
- Select and purchase a gift for a member of the Executive Board who has completed their term of office. A gift may also be presented to a member of the Guild as designated by the Executive Board.
- Is responsible for notifying members when a meeting is canceled due to weather and/or other conditions as written in the HRQG Cancellation Policy.

Herring Run Quilters' Guild – Vice President

Job Description:

- Presides over the monthly guild meetings and bi-monthly Board meetings in the absence of, or as designated by, the President.
- As Chairperson of the Sunshine Committee, send cards to members who have had surgery or an illness. Send a card or a donation to the Guild members' or member's family's designated Charity to those who have suffered a loss. See HRQG Sunshine Committee Policy.
- Attend Program Committee meeting and Quilt Show Committee meetings as informed of the activities of the other committees.
- Choose and meet with at least four member volunteers to be on the Nominating Committee. This committee will suggest names of members to be the next Board. Once nominees have been asked and agreed to serve, the nominations will be presented to and be voted upon by the membership at the May meeting.
- Select and purchase the parting gift for the President, to be presented at the June meeting.

- Prior to the May meeting, along with the President, an auditor will be appointed to review the Treasurer's proposed budget for the coming year and the guild's accounts.
- Assist the President in notifying the Guild Members when a meeting is canceled by weather and/or other conditions as written in the HRQG Cancellation Policy.
- Meet the Treasurer at the bank and have your name added to the HRQG's checking account so you are able to write checks in an emergency or in the absence of the Treasurer.

Herring Run Quilters' Guild – Treasurer

Job Description:

Deposits:

- Deposit monies received from various committees such as membership, monthly raffle, quilt show, get-away etc. as needed

Expenses:

- Pay expenses as requested by various committees such as hospitality, programs, quilt show etc. and secure relevant receipts and/or invoices as needed
- Pay Church Hill United Methodist Church hall fee (CHUMC box) at meeting
- Pay The Providence Co. insurance policy invoice (from Sue Hart) in September
- Pay State Lottery Commission 5% raffle tax on monthly raffle (within ten days of event)
- Have President or Vice-President approve all expenses that exceed \$200

Bank:

- Reconcile monthly bank statements
- Maintain signature cards on file with bank for both Treasurer and Vice-President. The bank will access the Sect. of State's web site list of current officers. That web site data HAS to be updated first (see annual filings below)
- Maintain user ID and password for online account access

Reports:

- Prepare monthly financial reports which should include the following: beginning balance/revenue (and related expense)/general expense/net income
- Read outline of monthly report at current meeting
- Display a printed version of the monthly report at the meeting
- Keep membership informed of all filing due dates and submissions

Budget:

- Submit a budget for review and approval at the annual May meeting

Raffle/ Permit:

- Apply for and pick up the annual raffle permit from the Town of Norwell (Jan-Feb)

Annual Filings:

- Update board members etc. on Comm. of MA, Sect of State online June 1st
- File IRS tax return e-Postcard 990-N online October 15th (no fee)
- Submit annual filing with Comm. of MA, Sect of State online November 1st (\$15)
- Maintain user ID and password for online account access

Annual Audit:

- All financial records of deposits, expenses, bank statements, reports etc. are to be forwarded as soon as is practical after the year end reports are completed to an auditor appointed by the President and Vice-President

Quilt Show Weekend:

- Pick up petty cash and deliver to various Quilt Show committees
- Pick up night deposit bags and key from BOA (Rt. 53 Hanover)
- Maintain sign out sheets for various committees for cash delivered to Treasurer (or stand in) during show weekend
- Pay State Lottery Commission 5% raffle tax on gross receipts (within ten days)
- Contribute Silent Auction proceeds to Susan G. Komen for the Cure fund

Herring Run Quilters' Guild – Clerk**Job Description:**

- Take detailed minutes at each monthly guild and all Board meetings. Minutes are submitted to the Website Committee Leader to be posted on-line. Previous month's minutes are posted at the current Guild business meeting. Include the following information in the minutes: names of raffle winners, speakers and special guests, results of any votes.
- Summaries of monthly and Board meetings are submitted to the quarterly newsletter. (If you have email, please use this so that the newsletter people don't have to retype it all.)
- Maintain a file of all information shared with the Guild: quarterly newsletter, any handouts or other miscellaneous information, the originals of any forms that need to be copied, such as expense and reimbursement forms.

Herring Run Quilters' Guild – Library**Job Description:**

- Check books in and out at monthly meetings.
- Notify members who have outstanding materials.
- Work within the allotted budget to build the collection. Additional money may be raised through donations, "yard sale" and other fund raisers.
- Turn in to the Treasurer any funds collected through the sale of donated magazines, etc. along with a filled out "Income Received" form.
- Process new materials. Put a HRQG label on the spine and title page of each book, put pocket inside the front cover, make a borrower's card, and add the date to the library list.
- Keep membership apprised of new materials at the meetings and through the newsletter.
- Weed collection of unused items.

This library is a valuable Guild resource because so many public libraries do not have the finances to keep up-to-date on this specific topic. The library is currently kept in the small office to the right of the stage. Supplies are kept by the librarian and brought to the meetings.

Herring Run Quilters' Guild – Charity

Job Description:

- The Chairperson(s) oversees all efforts in preparation and organization of the February workshop, held for the purpose of making of quilts to donate for men, women and children.
- Have coordinating fabrics and patterns available, including some kits, for Guild members to take home or work on during the workshop.
- Purchase all necessary supplies. Donations of fabric and batting are always welcome.
- The Chairperson(s) encourages suggestions for organizations to receive the finished quilts and is responsible for delivering them.

Herring Run Quilters' Guild – Membership

Job Description:

- Two members will be assigned.
- Collect all dues and turn over to Treasurer. Current membership renewal is June through September; new members may join in September if the total membership number is fewer than 150.
- Collect badge fines at meetings (\$1 as of 2004).
- Maintain a monthly attendance log.
- Maintain an updated list of membership, which includes name, address, phone numbers (home & business) and email addresses. List to be provided to membership; Clerk should keep an additional copy for records.
- Keep list of applications pending.
- Hand out membership cards to members in good standing.
- Direct members to website for HRQG badge pattern information and have print out copy available.
- Assign mentor (volunteer member of the Guild) to new members to help guild and answer questions related to HRQG.

Herring Run Quilters' Guild – Block of the Month

Job Description:

- Choose 9 blocks, one block to be made for each monthly meeting; September's block made for October, October's block made for November and so on to May's block to be made for June. Easy blocks yield more made by members.
- Print out instructions for each block with a picture of the block. It may be necessary to re-write the instructions to clarify and simplify them to make it quick and easy for members to read and make the blocks.
- Make copies of the instructions to be handed out at each meeting with colors of fabric for the block specified on the instructions.
- Make a sample of finished block to be displayed and give to the winner of that month's block of the month. Also, if possible, make completed quilt using the blocks of the month to display at each meeting with instructions to complete the quilt.
- Have available to the members' supplies to enter the drawing for each month' pens and paper for their names and some sort of a container to collect the names to be drawn.
- Provide copies or email copies to the committee member responsible for website so it can be posted on Herring Run's website for easy access to members who may not be able to attend every meeting.

Herring Run Quilters' Guild – Monthly Raffle

Job Description:

- The manner in which raffle items are selected is determined by the Monthly Raffle Chairmen. An example would be to ask members to volunteer to be a month shopper and then be sure to notify /remind them at least a week before the meeting via email or telephone.
- Raffle charges are \$2.00 but can be more for a special occasion or item.
- Describe the raffle, display the item/items and remind members of the ticket cost during the meeting.
- Select someone to draw the winning ticket.
- Submit money and receipts to the Treasurer after the winning ticket has been drawn, along with the filled out forms.
- The budget for a raffle is generally around \$40, but you can often get a big ticket item for meetings where there is a high attendance, such as the September and December meetings.
- It has been generally successful to make up a package consisting of a container, a snack, a notion or two, some fabric and a pattern or book. The Christmas Tree Shop is a good source for inexpensive containers. Signup up everyone in your family to get Jo-Ann's flyers for the discount coupon.

Herring Run Quilters' Guild – Hospitality

Job Description:

The Hospitality Committee is responsible for refreshments at break time during the meetings and at various functions held by the Guild, such as the holiday party and the end of the year buffet. The membership is encouraged to provide baked goods, finger foods, fruit, etc. either by sign-up sheets, open donations, telephone solicitations, or any method chosen. The Committee has generally provided beverages.

Hospitality supplies are kept in large plastic containers marked "Herring Run Quilters' Guild" which are stored in the big closet on the upper level. It is a good idea at each meeting to assess these supplies and obtain needed items for the next meeting. Receipts must be saved to be turned over to the Treasurer for reimbursement.

Prior to the Meeting:

- Purchase needed supplies – get half & half, light cream, soda and/or juice.

Day of the meeting:

- Remember to bring purchased items from home.
- Start coffee, heat water for tea.
- Refrigerate milk, juice, soda
- Set up tables with paper goods, sugar, teabags, etc.
- Put out trash containers in strategic areas.
- Plate, arrange, and/or slice food items as they arrive and display on tables. Cover or refrigerate as needed. Table decorations can be a nice touch – flowers, centerpieces, etc.

Approximately 5-10 minutes before break is called:

- Put out milk, juice, soda, and any refrigerated food.
- Pour coffee into carafes; pour boiling water into one of the carafes for tea.
- During break, refill as needed.

Clean up:

- Empty and wash coffee urn; wash, dry and put back carafes.
- Wash, dry, and return any items belonging to the church kitchen to their proper locations.
- Repack supply containers. Assess supply needs for next meeting.
- Wipe down all surfaces, tables, and counter tops; clean sink.
- It is important to leave the kitchen clean and in good order. Empty trash and put it in outside trash cabinet on side of church building. Make sure the trash bag is in the trash bucket and the cabinet is locked.

Any remaining perishables can be left in the refrigerator for the use of the church unless some other arrangements have been made. Members may take home remaining baked goods at the end of the meeting. If there is a workshop, leftovers can be used then. However, food should not be left out unattended with no destination. Be hospitable! Welcome new members; introduce yourself and the other committee members.

Herring Run Quilters' Guild – Programs

Job Description:

- Select and/or present the programs for the meetings. January is usually in-house workshops and February is our annual charity workshop so that we don't have to worry about canceling a paid speaker due to

weather conditions.

- Coordinate the committee and the monthly programs.
- Contact the presenter in writing to confirm the date, time, location and fees. A map should be included with this letter. If overnight lodging is required, arrangements are made (possibly with a guild member).
- A sign-up sheet should be available at least one meeting prior to the activity, with necessary supply list or other materials available.
- Participant fees are collected **in advance**, preferably at sign-up time.
- Ensure that a check (or checks) for fee payment has been left by the Treasurer for the presenter. A financial statement, a Program Expense form, must be completed and turned in to the Treasurer for each program.
- An article for each newsletter should include as much information about each program as possible so that members are well informed and can plan accordingly.
- Chairpersons can delegate any of the duties above to a member of the committee. However, it is the Chairperson's ultimate responsibility to ensure that all duties have been fulfilled. The position is for two years and should be jointly held, with one experienced person staying on to assist the newcomer as the previous one "retires".

Herring Run Quilters' Guild – Newsletter

Job Description:

- Compile and write guild and quilt-related articles, notices, reviews, etc. for use in four quarterly newsletters.
- Notify committee chairpersons and members of newsletter deadlines so that reports and articles can be submitted on time to be included in the newsletter.
- Review all submissions for content and spelling. Decide which articles will be included in newsletter; lay out issue.
- Submit copy of newsletter to Website Coordinator for inclusion on the webpage.
- Order enough copies from printer for members without email, plus a couple of extras (make sure guild Clerk gets a copy for Guild records and leave a few copies on the Admissions table for those that can't open the copies on email). Have newsletter printed double-sided, collated, and stapled.
- Purchase stamps to mail newsletter to those that don't have email. Keep all receipts for reimbursement. If newsletter is sent out close to a meeting, bring copies for those without email to save on postage. Any newsletters not picked up at the meeting can then be mailed out.
- Mailing labels can either be printed from a list maintained by the newsletter staff or the Membership committee. Ensure copies are mailed out around the same time email is sent out to ensure all members get guild information at approximately the same time.

- To save on mailing costs, email a copy of the newsletter to members that have email.

Herring Run Quilters' Guild – Website Chairman

Job Description:

- The website chairman is responsible for maintain the guild's website. The website host is currently Yahoo. The website coordinator is responsible for ensuring that the annual site fee is paid. The bill is then submitted to the Treasurer for reimbursement.
- Ensure that the newsletter, meeting information and other pertinent data is posted on the website in a timely manner.
- Information forwarded to the website coordinator is edited for content and posted to the website.
- Information to be added to the site can be forwarded from guild committee chairs and guild members and can include:
 - Upcoming meeting schedule and information
 - Workshop information – include materials list and website links
 - Quilting tips
 - Quilting stories and anecdotes
 - Links to quilting related websites
 - Meeting cancellation notice. If the meeting is canceled due to inclement weather or other emergency, the guild President should contact the website coordinator as quickly as possible. The site should be updated immediately so guild members who check the site can receive updated information.
 - Pictures from show & tell
 - Misc. guild information to keep members up-to-date on important issues

Herring Run Quilters' Guild – Historian

Job Description:

- Historian records archival information about the guild's meetings and its members.
- The Historian asks guild members about their quilting activities in and outside of this guild.
- The Historian keeps a record of this information in a notebook.
- The Historian can choose how to record and display this information to the guild.
- The Historian also saves a paper copy of each newsletter for the guild's archives.
- The Historians records are for fun to look back at the past and to record the future of our guild's history.

Herring Run Quilters' Guild – New England Quilt Museum Representative

Job Description:

- Our guild is a supporting partner of this museum and the rep's job is to communicate between guild and the museum. What's going on at the museum? A monthly newsletter will be sent via email and this information can be added to the guild's newsletter. Also, a visit to the museum can give you a supply of flyers to distribute. Information can be given verbally to the guild at meetings.
- There is a "brown bag" lunch twice a year where reps from all supporting guilds meeting for an exchange of ideas.
- Each guild gives a yearly donation. Remind Treasurer of that, usually in June.

In exchange for supporting this quilting treasure, our guild has access to mailing lists for all other guilds, keeping us and them updated on quilt shows. Also, we have access to lists of teachers and related exhibitors. We also get some passes for exhibits and museums.

This is an easy, fun job. It can be a half-day trip with a friend to check out the current exhibit, their library and shop. Lots of restaurants and shops within a block or two will round out the day.