

County Line Quilter Policies and Procedures

Executive Board

1. President
 - 1.1. Submit a column to the communication chairperson for each newsletter
 - 1.2. Notify the general membership of board meetings at least one week prior
2. Treasurer
 - 2.1. Deposit monies within two (2) weeks of receipt to the financial account of the organization
 - 2.2. Have all financial accounts available and up to date for review within one (1) week of the request of the Executive Board
 - 2.3. Handle distribution and receipt of cash boxes with preset change for any needed programs or events
3. Secretary
 - 3.1. Publish minutes of meetings to the membership in the newsletters

Committees

1. Program
 - 1.1. Plan programs, speakers, and a minimum of one workshop for program membership meetings for the next fiscal year
 - 1.2. Plan a minimum of one workshop during the next fiscal year
 - 1.3. Workshops shall be self-funded by the attendees.
 - 1.4. Publish the program meeting schedule for the upcoming fiscal year in the first newsletter and on the website
 - 1.5. Introduce speakers at the program meetings during the current fiscal year
 - 1.6. Work with the treasurer to ensure prompt payment to the speakers, hall rentals, and deposits
 - 1.7. See to the overall needs of the guest speaker/teacher for workshops and lectures
 - 1.8. Collect and submit all monies related to workshops, speakers or programs to the Treasurer within one (1) week of receipt
2. Publicity
 - 2.1. Submit news articles to publications and media before and after events and meetings
 - 2.2. Advertise regular guild events and meetings at least one week prior to each event
 - 2.3. Maintain a supply of guild fliers to dispense at needed venues
 - 2.4. Second owner of the online website and backup webmaster
 - 2.5. Maintain a digital copy of the guild logo and publicity materials
 - 2.6. Work with the Fundraising committee to advertise upcoming events well in advance
3. Historian
 - 3.1. Photographically document guild activities, meetings, programs and events
 - 3.2. Maintain digital and physical scrapbook of guild activities
 - 3.3. Provide assistance to the Communication committee in keeping our online presence updated at a minimum quarterly
 - 3.4. Maintain a record of the elected officers and appointed chairpersons
 - 3.5. Maintain an inventory of guild related items held by members
4. Membership
 - 4.1. Greet members and guests at each meeting
 - 4.2. Maintain accurate membership records

- 4.3. Enroll new members and give monies to the treasurer for deposit within two weeks
 - 4.4. Publish membership list annually at the beginning of the year
 - 4.5. Publish membership changes in the newsletter for new members or updates to member info
 - 4.6. Ensure receipt of membership packet by each new member
 - 4.7. Second owner of the online email distribution
5. Communication
- 5.1. Maintain online email distribution list
 - 5.2. Maintain online website
 - 5.3. The second owner at each online site used by publicity
 - 5.4. Maintain an updated guild hardcopy [not online] of sites, usernames, passwords and security information and distribute a copy to the Executive Board
 - 5.5. Publish and coordinates distribution of newsletter each month we have membership meetings
6. Hospitality
- 6.1. Coordinate members contributing refreshments at each regular meeting
 - 6.2. Coordinate potluck dinners and special refreshments as needed during special meetings
 - 6.3. Maintain inventory of necessary paper goods
 - 6.4. Ensure proper set-up and clean-up of meeting room and kitchen
7. Outreach
- 7.1. Responsible for projects that explain our skills to the community
 - 7.2. Responsible for projects that aid our community at large, such as comfort quilts
 - 7.3. Run at least one workshop during the fiscal year dedicated to creating donation items
 - 7.4. Donating items to local groups and reporting to the members through the newsletter about the donations that have been made each month if any
8. Fundraising
- 8.1. Quilt Show
 - 8.1.1. This committee shall be headed by a chair and a co-chair
 - 8.1.2. The co-chair is asked to be the chair for the following quilt show having learned the position as co-chair
 - 8.1.3. Locate and secure the location for a quilt show a minimum of one year prior to the event
 - 8.1.4. Monies
 - 8.1.4.1. Report monthly to the Treasurer regarding the operating budget versus expenditures and income related to the quilt show from inception through finalized account within one (1) month of the actual event
 - 8.1.4.2. All cash boxes for the event shall be received from the Treasurer and preset with recorded change at the start of the each day
 - 8.1.4.3. All cash boxes shall be tallied, recorded, and handed off to the Treasurer for deposit each day
 - 8.1.5. Responsible for coordinating the committees specific to the quilt show
 - 8.1.5.1. Setup/Cleanup - includes inventory of guild related show items and rentals, signage
 - 8.1.5.2. Quilt Management - registration, printed signage, hanging, through pickup
 - 8.1.5.3. Vendors - from finding through helping the day(s) of the event
 - 8.1.5.4. Boutique - includes any for sale items except food
 - 8.1.6. Responsible for coordinating with the necessary standing committees for quilt show related items
 - 8.1.6.1. Publicity - online and hard copy advertisement starting up to a year in advance
 - 8.1.6.2. Hospitality - coordinate any food sales at the event
 - 8.1.6.3. Raffle - sell tickets and work with timeframe for ending any needed raffles

- 8.1.6.4. Communication - keep membership updated with quilt show related updates
- 8.1.6.5. Historian - help keep a record of the show from pre-work through post cleanup.
Also utilize the record of inventory items needed for the show (signs, racks, etc.)

8.2. Raffle

- 8.2.1. Raffle quilt
- 8.2.2. Monies
 - 8.2.2.1. Report monthly to the Treasurer regarding the expenditures and income related to the raffle items during the project
- 8.2.3. Coordinate possible ticket sale venues through community events, quilt shops, individual sales, and online advertising with publicity committee.

9. Nominating

- 9.1. Must have a chairperson appointed before January 1 of the current fiscal year
- 9.2. Prepare a slate of nominees for all offices and chairpersons to be presented to the membership at least one (1) month prior to the Annual Meeting
- 9.3. Additional nominations from the floor shall be considered at the meeting where the slate is presented
- 9.4. Responsible for tallying the votes during the election and reporting to the membership the final slate of elected officers

10. Ad hoc

- 10.1. Committee chairperson shall serve the length of the project
- 10.2. Work with the Executive Board as needed to coordinate the project and setup the operating budget for the project
- 10.3. Have the operating budget for the project voted on by members if needed