

Job Description

Block of the Month

Reports To: President

Reporting Staff:

Term:

1. PURPOSE OF THE JOB

The Block of the Month Co-Ordinator(s) will organize the monthly project for the Guild; Block of the Month participants. It is our responsibility to organize a quilting project for all guild members to take part in. The project should be able to accommodate, beginners as well as advanced quilters, and possibly cover a variety of quilting techniques (piecing, appliqué, machine or hand). This project must adhere to copyright laws. This project should be fun and is of your teams discretion as to what to offer the members of the Guild

2. PRIMARY RESPONSIBILITIES

- ❖ Plan the project for the Block of the Month
- ❖ Prepare in advance, instructions, technique and a sample of the project at each guild and executive meeting. Prepare for distribution (this year e-mail patterns and photocopies were available)
- ❖ Collect payment to participate in the Block of the Month project, this is available at each meeting throughout the year, (at this time the fee is set at \$5.00, this fee is to cover the cost of preparing the block, photocopies, printing, prize for viewers choice and to generate fundraising within our guild.) Money collected goes to the treasurer
- ❖ Co-ordinators are also responsible for billing to the treasurer the income and expense involved in this project.
- ❖ Have ready a written piece for the monthly newsletter in order to keep the members of the guild informed of your project, this goes to Newsletter at the Executive meetings.
- ❖ Run a viewer's choice of the finished projects at the October meeting of the following term and award a prize to the winner

3. SECONDARY RESPONSIBILITIES

- Purchase the prize for the Viewer's Choice Award
- Present each new block at the monthly meetings and draw winners if necessary

4. SUPERVISORY RESPONSIBILITIES

- N/A

5. FINANICAL RESPONSIBILITIES

- Purchase patterns or projects if necessary with allocated funds
- Photocopy as necessary the projects monthly
- Collect funds from members as they sign up
- Invoice the treasurer for copies made, patterns purchased and prizes

6. PHYICAL DEMANDS

- N/A

7. KNOWLEDGE AND SKILLS REQUIRED

- ❖ Computer Skills an asset, knowledge of Microsoft Word and ability to use internet search engines and e-mail
- ❖ Knowledge of EQ (computer quilting software) an asset
- ❖ Ability to speak in public
- ❖ Competent quilting level and ability to write and understand a pattern you are providing to the members

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Reports To: President

Reporting Staff: Katherine McKim and Margaret Walsh

SUMMARY OF THIS TERM (September 2008 - August 2009)

This year we offered two BOM projects, one was pieced flower blocks the second a monthly draw block.

The flowers were a scrappy sampler with different sized blocks. As the year progressed a layout sample was provided as well as a workshop for a Quilt as you Go technique. The draw blocks provided were different sizes and all were nine patch variations, the members were responsible to make a block, bring it in to the meeting, collect a ticket and at the end of the evening a winner was drawn and won all the blocks to take home.

This year we had a very good response to the Block of the Month projects, we had 80 members join throughout the year, also offered this year was the option to have the patterns sent by e-mail, they were scanned and sent in colour whereas copies were made in black and white. The response to this was also good, there were 55 members who chose to have the blocks sent by e-mail. We did not receive many inquiries as to the techniques involved in the piecing it seems everyone was capable of putting these blocks together. The response to the workshop was a success, two classes were offered in the afternoon and two for the evening. Members seemed to enjoy the option of Quilt as you Go.

We had a wonderful year being involved in the Block of the Month project