

*Making friends one stitch at a time.*

Revision Date: July 2018

<b>Month &amp; Activity</b>	<b>Responsible Person(s)</b>
Note: All General Guild meetings (except December) will include a members' Show & Tell segment coordinated by the Vice President.	
<b>SEPTEMBER</b>	
Membership Renewals and New Members sign up	President
Draw for Early Membership Incentive	Membership
Draw for Perfect Attendance	Membership
Start of new Guild year & Introduction of the new Executive Members	President
Guest speaker	Program
Announce plans for Club's charity quilt for the year & distribute the pattern	Charity Quilt
Continued BOM sign-up	BOM
Quarterly Report to CQA due October 1	Vice President
Prior to General Meeting hold Budget Meeting (attendees: President, Past President, Vice President, Treasurer with input re: requirements from all Coordinators)	President
<b>OCTOBER</b>	
Guest speaker	Program
Announce President's Challenge (if having one)	President
Apply for Rosette for Viewer's choice for BOM viewer's Choice	Vice President
<b>NOVEMBER</b>	
Viewer's choice on last year's Block of the Month	Previous BOM
Quarterly Financial Report due Dec from Publicity, Social, Membership	Treasurer
<b>DECEMBER</b>	
Christmas Pot Luck	Social
Christmas Program	Program
Show & Tell of President's Challenge (from October)	President
Show & Tell for past year resolutions and draw	Program
Quarterly Report to CQA due January 1	Vice President

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<b>JANUARY</b>	
Resolutions for the coming year	Program
Book the Library & City Hall Display Units	Publicity
<b>FEBRUARY</b>	
Local member as Guest Speaker (This is in case of a snow storm.)	Program
Apply for Agnes Boal Bursary	Vice President
Quarterly Financial Report due March from Publicity, Social, Membership	Treasurer
<b>MARCH</b>	
Guest speaker (but keep in mind that March break occurs in March and many Members are away so speaker should not be too high profile or expensive)	Program
Quarterly Report to CQA due April 1	Vice President
<b>APRIL</b>	
Nominations for elections – explanation of all positions by incumbents and display board with nominees first presented	Past President
Guest speaker or UFO Sale	Program
<b>MAY – Quilt Month as declared by Canadian Quilters' Association</b>	
Set up Display at City Hall & Barrie Public Library	Publicity
Continued Nominations for elections	Past President
Charity Quilt Reveal	Charity Quilt
Guild Anniversary Celebration	Past Presidents
KQG Birthday Cake at break	Social
Quilt Month Challenge Reveal	President
Quarterly Financial Report due June by Publicity, Social, Membership	Treasurer
<b>JUNE</b>	
Election of new Executive Members	Nominating Committee
Program Event (Merchant Mall?)	Program
Purchase & deliver gift basket thank you for Jennett Chapel for July presentation	President
Announce Early Membership Renewal	Membership

<b>Month &amp; Activity</b>	<b>Responsible Person(s)</b>
Quarterly Report to CQA due July 1	Vice President
<b>JULY</b>	
Program Event	Program
Prepare annual reports and review Guild monthly calendar	All Executive
Early membership renewals	Membership
Quarterly Financial Report due August for Publicity, Social, Membership	Treasurer
<b>AUGUST</b>	
Turnaround Executive Meeting with handover of Welcome Duo tangs from outgoing to incoming executive	President & Secretary
Guest speaker	Program
Say thank you & goodbye to outgoing executive	Incoming President
Explanation of coming year Block of the Month & sign up	BOM
Continue early membership renewals	Membership

Note: This is a guideline for Speakers and Program events and can be adjusted as necessary by the Program committee.