

Charity Quilt Job Description

PURPOSE OF THE POSITION

This position organizes the creation of the charity quilt(s) by the guild members and makes arrangements for the quilt(s) to be donated to charities for their fundraising purposes.

Primary Responsibilities

Timeline

- June-August
 - Decide on the pattern/block and colour scheme.
 - Typically 2-3 quilts are made.
 - Obtain fabric for either the background or main colour (get donations etc.). The budget is \$200. Prepare (cut) fabric for the September meeting.
- September
 - Distribute the pattern and fabric to interested members at the general meeting. Keep a list of the participants for tracking purposes.
- October
 - Distribute the fabric and pattern again for those who missed the Sept. meeting and for those wishing to do a second block.
 - Collect the completed blocks.
- November
 - Collect the completed blocks.
 - Arrange for the drop off of quilt blocks for those who are not finished.
- January-February
 - Assemble the quilt tops.
- February-March
 - Send the quilt(s) to be quilted (longarm quilters). Name quilts.
- April
 - Bind and label the quilt(s). Recruit volunteers to bind. Ask Christie Davidson to make the labels.
 - The Committee selects recipients for the quilt(s).
 - Invite the recipient(s) of the quilt(s) to the May guild meeting to receive the quilt(s).
- May
 - Present the quilt(s) to the recipient(s)
- June
 - Share any thank you messages with the guild members at the meeting.

- Write an annual report of activities, one copy for the Secretary for the incoming member(s) and one to the President for the Archives.
- One member to attend monthly Executive meeting; all are welcome.

Financial Responsibilities

- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

Knowledge, Skills and Abilities Required

- Knowledge of Microsoft Word and Excel.
- Ability to track expenditures and revenues and balance a cash journal.