

Block of the Month Job Description

PURPOSE OF THE POSITION

The Block of the Month Position(s) organizes the monthly quilting project for the Guild members. The project should accommodate beginners as well as advanced quilters, and cover a variety of quilting techniques (piecing, appliqué, machine or hand quilting). The project must adhere to copyright laws.

Primary Responsibilities

- Plan the project(s) for the Block of the Month, running from September to August of the Guild year.
- Prepare instructions, technique and a sample of the project for each Guild and Executive meeting. Prepare for the distribution via e-mail patterns and photocopies.
- Collect payment for participation in the Block of the Month, setting a fee sufficient to cover the cost of preparing the block, photocopies, printing, prize(s) for Viewers' Choice and to generate fundraising within the guild.
- Write and submit a piece for the monthly newsletter to keep the members of the guild informed of your project.
- Run a Viewer's Choice of the finished projects at the November meeting of the following term and award a prize to the winner.
- Purchase the prize for the Viewer's Choice Award.
- Present each new block at the monthly meetings and draw winners if desired.
- Write an annual report of activities, one copy for the incoming member, one to the President and one to the Secretary for the Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.
- One member to attend Executive meetings; all are welcome.

Financial Responsibilities

- Work within the budget allocated for the position.
- Collect funds from members as they sign up.
- Submit money collected to the Treasurer on the appropriate Guild Form.
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

Knowledge, Skills and Abilities Required

- Computer Skills: Microsoft Word, internet search engines, e-mail.
- Knowledge of EQ (computer quilting software) an asset.
- Competent quilting level.
- Ability to understand a pattern and write clear directions for the members.
- Ability to speak in public.