

*Making friends one stitch at a time.*

Revision Date: October 22, 2019

<b>Month &amp; Activity</b>	<b>Responsible Person(s)</b>
<u>Optional Programs/Challenges</u> Presidents Challenge Quilt Month Challenge  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	Membership
Draw for Early Membership Incentive	Membership
Draw for Perfect Attendance	Membership
Start of new Guild year & Introduction of the new Executive Members	President
Program	Program
Announce plans for charity quilt for the year & distribute the pattern	Charity Quilt
Quarterly Report to CQA due October 1	Vice President/Past President
Book the Library Display Unit for the month of May	Publicity
Prior to General Meeting hold Budget Meeting (Attendees: President, Vice President, Treasurer with input re: requirements from all Coordinators. Past President should be included if there is no Vice-President)	President/Vice-President/ Treasurer
<b>OCTOBER</b>	
Start BOM Sign-up	BOM
Guest speaker	Program
Announce President's Challenge ( <b>if having one</b> )	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/Program
<b>DECEMBER</b>	
Christmas Pot Luck	Social
Christmas Program	Program
Show & Tell of President's Challenge (from October) (if having one)	President
Quarterly Report to CQA due January 1	Vice President

<b>Month &amp; Activity</b>	<b>Responsible Person(s)</b>
<b>JANUARY</b>	
Program	Program
Past year resolutions draw	Program
Resolutions for the coming year	Program
<b>FEBRUARY</b>	
Program	Program
Apply for Agnes Boal Bursary (President to investigate)	Vice President
<b>MARCH</b>	
Program	Program
Quarterly Report to CQA due April 1	Vice President
<b>APRIL</b>	
Nominations for elections – explanation of vacant positions by incumbents and display board with nominees first presented if necessary	Past President
Program	Program
<b>MAY – Quilt Month as declared by Canadian Quilters' Association</b>	
Set up Display at City Hall & Barrie Public Library	Publicity
Continued Nominations	Past President
Charity Quilt Reveal	Charity Quilt
Guild Anniversary Celebration/KQG Birthday Cake at break	Program/Social
Pay for P.O. Box Renewal	Secretary
Quilt Month Challenge Reveal ( <b>if having one</b> )	President
<b>JUNE</b>	
Election or announcement of new Executive Members	Nominating Committee
Program	Program
Purchase & deliver gift basket thank you for Jennett Chapel for July presentation	President
Announce Early Membership Renewal	Membership
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

Month & Activity	Responsible Person(s)
<b>AUGUST</b>	
Turnaround Executive Meeting with handover of Welcome Information from outgoing to incoming executive	President & Secretary
Program	Program
Say thank you & goodbye to outgoing executive	Incoming President
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.