

Conejo Valley Quilters

Job Descriptions

EXECUTIVE BOARD

President(s)

Treasurer

Recording Secretary

Programs and Workshops

Membership

Ways and Means

Activities

SUPPORTING POSITIONS

Corresponding Secretary

Hospitality

Library

Newsletter Editor

Philanthropy

Publicity

Site Management

Social Media

SCCQG Representative

Storage Unit Manager

Most positions can be shared by two members. Many positions have “projects” of limited time commitment and ongoing tasks that can be done by volunteers other than “chairperson.”

Every member is encouraged to volunteer to make suggestions and assist with any of the jobs listed herein.

President / Co-Presidents – Presides at all meetings of the guild and the Board. Generally supervises CVQ's activities, affairs and officers, subject to control of the Board. Executive Board member. Position only votes in case of a tie and has only 1 vote.

As needed:

- Maintains master calendar and monitors deadlines.
- Is familiar with By-Laws and Standing Rules.
- Signs contracts.
- Signs checks.
- Proofreads newsletter.
- Proofreads material before printing and/or distribution, such as membership rosters, bookmarks, CVQ brochures, and media articles.

Annually:

- Completes new bank signature cards.
- Serves on Budget committee.
- Prepares annual budget estimate for President's discretionary fund.

Monthly:

- Prepares agendas for general meetings and board meetings - *boilerplate*
- Arranges for Zoom link for board and general meetings.
- Presides at general and board meetings.
- Writes "President's Message" for quarterly newsletter.
- Collects mail from Treasurer as needed and distributes.

Treasurer – Keeps and maintains books and records, deposit funds, writes checks, ensures tax returns are filed, prepares budget. Serves on the Executive Board with 1 vote.

As needed:

- Create/Revise procedures and forms for expense reports and deposit reports.
- Arrange for use of credit card acceptance system (such as Square or Paypal).
- Research banks and various types of accounts, if needed.
- Acquire bookkeeping software, if needed.
- Write checks, prepare and make deposits, and complete data entry.
- Ensure regular payments are made (such as storage unit, P.O. box, rent, etc.)
- Collects mail (at least once weekly) from the P.O. Box

Monthly:

- Monitor balance of bank accounts to ensure minimum balance is maintained.
- Reconcile bank accounts.
- Back up bookkeeping software (or do more often as necessary).
- Receive expense reports and write any checks required.
- Collect funds from committees

Board Meeting:

- Prepare and submit reports prior to board meeting for board approval (such as cash balance, activity since prior board meeting, and comparison of actual expenses to budgeted expenses).
- Answer questions and hold vote for approval of Treasurer report.

Annually:

- Arrange for new signature cards to be created.
- Prepare budget with input of board and committee members(due by May 1).
- Review budget with Budget Committee, Review Budget with full board and vote for approval (May board meeting), publish Budget in newsletter(June newsletter)and vote for approval at general meeting(June).

- All expenditures requiring reimbursement for any fiscal year must be paid prior to the end of the fiscal year (June 30). All deposits received by the guild during a fiscal year must be deposited in the guild's bank account during that fiscal year.
- With information from Programs and other committees, prepare (or have prepared) IRS forms 1099 and 1096 (primarily reporting payments to Speakers and recipients of rent payments -example is the storage unit).
- Prepare (or have prepared) annual tax returns, due November 15th.

Recording Secretary – Takes minutes at Board and General meetings, presents minutes for approval and retains approved minutes.

- Serves on the Executive Board with 1 vote.
- Attend General and Board meetings, take meeting notes, send to President for review. Make corrections, if needed, and then send minutes to Board members as soon as possible.
- Request a vote to approve the minutes at the Board meetings.
- Retain copies of approved minutes.

Programs and Workshops

- Serves on the Executive Board with 1 vote.
- Nominations for speakers and workshops to be submitted by members to VP – Programs and Workshops.
- Select speakers and workshop teachers, and schedule viable choices.
- Ensure that a contract is properly signed and that the cost is within budget. Update contract language when needed or appropriate.
- If presenter has a sample (photo or online sample demo) make available 3 months prior to the event, if possible. Provide photo of sample to Social Media team.
- Send detailed supply list for workshops at least 30 days prior to the class to participants.
- At the General Meetings, announce upcoming presentations and workshops and their dates.
- Send reminder emails to the workshop participants.
- Coordinate collection of payments for workshops with Treasurer.

Membership – Maintains member records and welcomes new members

- Serves on the Executive Board with 1 vote.

At General Meetings

- Greet members and visitors at general meetings,
- Collect dues and visitor contributions and turn in to Treasurer via cash deposit form.
- Have member & guest sign in sheets available at general meetings. Capture attendance.

Ongoing Duties

- Knowledge of Excel recommended.
- Keep the membership roster current and make available to general membership.
- Maintain meeting attendance records.
- Order any new name badges and position rocker bars.
- Send Welcome Letters to new members and visitors.
- Contact new members to see if they would like a “buddy,” and assign one.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Ways & Means – In charge of fundraising activities

- Serves on the Executive Board with 1 vote.

General Meeting Fundraising

- Solicit and collect gift certificates and donations of quilt related items to be used for monthly drawings from members, local shops, and guest speakers.
- Request donations of small opportunity quilts made by guild members for monthly drawings. Send reminders to quilt provider.
- Sell tickets one for \$1, six for \$5. Have petty cash on hand. Turn in proceeds to Treasurer on Cash Deposit form.
- Run meeting raffles, record winners, maintain supplies (tickets).

Guild / Community fundraisers

- Oversee “Trash to Treasure” fundraiser.
- Assist with other guild fundraisers.

Activities – Oversees planning and execution of guild activities

- Serves on the Executive Board with 1 vote.
- Working with Executive Committee, establish 12-month calendar of in-meeting activities (examples are block exchanges, fabric swaps, games, round-robins, challenges, passports).
- Plan activities at Holiday Social held in December.
- Working with Executive Committee, determine activities outside of monthly meetings such as field trips, and social gatherings.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Corresponding Secretary – Corresponds with members, guests, and others on behalf of CVQ.

- Send Get Well, Thinking of You or other cards as needed and reported by guild members for “Sunshine and Shadows”.
- Purchase greeting cards and stamps as needed.
- Send Thank you note to Speaker after General Meeting.
- In December, send Thank You card (signed by Board members) to local supporting quilt shops.
- Send out email blasts to membership when requested.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Hospitality – Greets and welcomes newcomers to meetings and helps retain new members

- Greet visitors & new members.
- Take guests and new members on tour of activities available at general meetings, and introduce to members managing the activities.
- Work with Membership to assign a “buddy” to new members to encourage engagement over the first few months of their membership.
- Introduce new members at guild meetings and other activities (e.g. 4th Monday Sewing Party).

Library – Responsible for maintaining, cataloging, and lending books & media to members

As needed:

- Purchase new books and media.
- Sell, donate, or discard inventory as appropriate; update inventory spreadsheet.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

At General Meeting

- Bring library materials to general meetings.
- Check materials in / out to members.
- Notify membership of new or relevant materials.
- Follow up with members on overdue books.

Newsletter Editor/Communications – Compiles, edits and distributes the CVQ quarterly newsletter to the membership. Newsletter contains articles submitted by CVQ committees, events of interest, and paid advertisements, whenever available. Requires some familiarity email and publishing platforms. Sends reminder blasts to membership prior to meetings and directing them to the website.

- Send reminder to board members to submit their articles.
- Update date-related sections and import articles. Format to fit into newsletter.
- Send rough draft to proof-readers after newsletter is set up.
- Create email list from Excel spreadsheet received from Membership.
- Send out email blast with newsletter link to members using the [cvq.event@gmail](mailto:cvq.event@gmail.com) email.
- Send out invoices to advertisers, as needed, ensuring receipt of payment.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Philanthropy – Organizes charity selection, quilt production, and quilt and money delivery.

As needed:

- Oversee charity selection. Communicate with those chosen to determine needs and to deliver finished items.
- Screen and accept donations of fabric. Sort donations as appropriate for Philanthropy, Ways & Means, and the free table.
- Keep fabric in the storage unit organized and periodically sell, donate or discard no longer needed fabric.
- Help pull fabric and batting for guild projects.
- Purchase supplies, including batting.

Monthly:

- Prepare kits for various stages of quilt creation (piecing, quilting, binding)
- Make kits available to membership, typically at the general meeting. Collect kits returned.

Annually:

- Organize at least one sew-in event per year.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Publicity – Promotes CVQ monthly activities and special events through media outlets.

- Prepare press releases, articles, and notices for guild meetings and events as needed.
- Maintain supply of CVQ brochures and revise as needed.
- Send meeting descriptions to media outlets with calendars (e.g. Acorn, guild Facebook manager, websites).
- Acts as publicity manager for guild special events (shows, tours, community fundraisers, etc.).
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Site Management – Liaison between CVQ and meeting venue(s).

1-2 weeks before General Meeting

- Contact venue to confirm set-up.
- Prepare expense report for payment of venue fee and deliver to Treasurer.

On day of General Meeting

- Turn on AC in advance of meeting (in summer, preferably 1-2 hours before)
- Arrive at venue about 45 minutes before meeting time to unlock doors and post 3-4 directional signs indicating location of meeting.
- Arrange for doors to be locked and directional signs to be collected after meeting.

As needed:

- Locate alternate venue(s)

Annually:

- Renew/review contract with updated information, including General Meeting dates.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than the June General Meeting along with appropriate expense report.

Social Media – responsible for maintaining the CVQ website, Facebook page, Instagram account, and any other social media content the guild chooses to utilize. All platforms of social media posts current information on behalf of the guild.

Website – reviews the Website on a regular basis to keep information up to date. Posts monthly “show and tell”, philanthropy and any available speaker photos

Southern California Council of Quilt Guilds (SCCQG) Representative - Represent CVQ at Southern California Council of Quilt Guilds (SCCQG).

- Attend quarterly SCCQG meetings and report SCCQG activities to membership.
- Ensure SCCQG annual membership and insurance renewals are completed.
- Update CVQ board member information on SCCQG website.
- Contacts venues to obtain insurance requirements and current contracts.
- Send insurance certificate requests/contracts via the SCCQG site 60 days prior to use of venue, as the fee drops from \$25 to \$10.
- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than June General meeting.

Storage Unit Manager – Maintains an orderly storage unit for short- and long-term storage of guild property.

As needed:

- Research storage facility options; arrange for moves as necessary.
- Change lock on unit and make new keys.
- Prepare inventory of items in storage.
- Evaluate whether items in storage should be sold, donated or discarded if no longer needed.
- Arrange access to unit by committee members.

For Quilt Shows or Related Events:

- Maintain and repair quilt hangers for displays.
- Arrange for required items to be delivered to and returned from quilt show or other events.

Annually:

- Reviews/renews contract, provide personal contact information to storage unit facility for the event of emergency.
- Work with Treasurer to determine if payment will be annual or monthly.
- Ensure that keys are collected from outgoing Co-Presidents and Philanthropy Chairs. Distribute keys to new holders of these positions.

Budget:

- Prepare annual budget estimate. Submit to Budget Committee by May 1.
- All expenditures requiring reimbursement must be submitted to Treasurer no later than the June General meeting along with appropriate expense report.