

SURFSIDE QUILTERS GUILD

Executive Board Nominations & Volunteer Opportunities

A description of all offices and committees are written in the bylaws posted on our website and in the directory.
<http://sites.google.com/site/surfsidequiltersguild/>

Please consider nominating YOURSELF and serving to build and improve this quilt guild. Nominations will be announced in the March newsletter and the general meeting. The election is held at the April general meeting, and officers begin to serve in May.

NOMINATIONS FOR THE EXECUTIVE BOARD

	Name	Phone	Email
President:	_____	_____	_____
1st VP Programs:	_____	_____	_____
2nd VP Membership:	_____	_____	_____
3rd VP Facilities:	_____	_____	_____
Secretary:	_____	_____	_____
Treasurer:	_____	_____	_____

Standing Committees are voting members of the Board and are appointed by the President. Please check to volunteer in the areas of your interest.

<input type="checkbox"/> Block of the Month/Super Swappers	<input type="checkbox"/> Friendship Groups	<input type="checkbox"/> Monthly Quilt Exhibit (Show & Tell)
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Internet	<input type="checkbox"/> Ways & Means (November Fest)
<input type="checkbox"/> Monthly Mini	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Workshops
<input type="checkbox"/> Philanthropy	<input type="checkbox"/> Publicity & Sponsors	<input type="checkbox"/> SoCA Council Quilt Guild Representative
<input type="checkbox"/> Welcome	<input type="checkbox"/> Sunshine & Shadows	

Check if your are willing to assist:

<input type="checkbox"/> Membership table	<input type="checkbox"/> Monthly Mini	<input type="checkbox"/> Hospitality Setup
<input type="checkbox"/> Speaker Setup & Sales	<input type="checkbox"/> Show & Tell	<input type="checkbox"/> Workshops
<input type="checkbox"/> Stagehand for Speaker	<input type="checkbox"/> Stagehand for Show & Tell	<input type="checkbox"/> Welcoming New Members and Guests
<input type="checkbox"/> Magazine Recycle Table	<input type="checkbox"/>	<input type="checkbox"/>

Special Committees:

<input type="checkbox"/> Internet Buddy	<input type="checkbox"/> Auction
<input type="checkbox"/> Volunteer Coordinator	<input type="checkbox"/> Feature Writer (Newsletter)
<input type="checkbox"/> UFO	<input type="checkbox"/> Wounded Warriors

Others skills needed:

<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Signs	<input type="checkbox"/> Graphics/Printing
<input type="checkbox"/> Event Planning	<input type="checkbox"/> Attorney	<input type="checkbox"/> Computer
<input type="checkbox"/> Photography	<input type="checkbox"/> Insurance	<input type="checkbox"/>

Any ideas, suggestions or questions which might assist or improve the guild are always appreciated.

Name: _____ **Phone:** _____ **Email:** _____

SUMMARY OF EXECUTIVE BOARD AND STANDING & SPECIAL COMMITTEE CHAIR DUTIES

President - Preside at guild & Board meetings, appoint Standing & Special Committee Chairs, and in general, supervise all Guild activities, events, and officers.

1st VP Programs - Arranging contracts with speakers for their lectures, workshops, travel, lodging, transportation and meals.

2nd VP Membership - Collection of dues and visitor fees, maintain the membership roster, directory, mailing list, and keep the meeting attendance records.

3rd VP Facilities - Guild's liaison officer, meeting site manager, and maintain records of all equipment.

Secretary - Keep and maintain minutes of Board and General Meetings and have webmaster post them to the website.

Treasurer - Keep and maintain accurate books and accounts of the Guild's financial transactions, prepare monthly financial report for the board and published in the Newsletter, responsible for filing of tax reports and preparing budget.

Parliamentarian - Supervise Guild election, chair the Nominating Committee, advise on parliamentary procedures and interpret Bylaws as required.

Block of the Month/Super Swapper - Coordinate monthly block OR fabric type/style of the month.

Hospitality - Arrange refreshments and necessary supplies at regular meeting.

Monthly Mini - Acquire, display, sell tickets, select winner by raffle, and submit required document for a monthly mini item.

Newsletter - Compile, edit, publish in Newsletter.

Philanthropy - Research, oversee, report to the Board and Members anything related to philanthropic efforts of the Guild.

Publicity/Advertising - Publicize events and actives of the Guild, actively solicit advertising for the Guild.

Show & Tell (Quilt Exhibit) - Coordinate, display and introduce members and their quilts at General Meetings.

Ways & Means - Responsible for fundraising activities

Welcome - Oversee activities that promote a friendly atmosphere at Guild functions.

Sunshine & Shadows - Send greeting cards to members to comfort, encourage and congratulate.

Workshops - Arrange for Workshop facility, collect fees, and supply workshop information to the members.

Internet Buddy - Arrange to provide Newsletter to members without access to the internet.

Magazine Recycler - Supervise the sale of used quilt related magazines.

Photographer - Take photos at Guild functions for the Directory, Newsletter, and Website.

Featured Member Columnist - Write an article each month for the Newsletter profiling a member.

Wounded Warrior - Design blocks, organize quilt production for Wounded Warrior.

UFO - Organize location, help members create their list of unfinished objects, encourage completion of list.