

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 SQG Directory:
www.surfsidequiltersguild.org > Membership, Map and Forms > Executive Board Nominations and Volunteer Opportunities.

Please consider nominating YOURSELF and serving to build and improve our quilt guild. Nominations will be announced in the March Newsletter and 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"/> Fabric Fun	<input type="checkbox"/> Philanthropy	<input type="checkbox"/> SCCQG
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Publicity & Sponsors	<input type="checkbox"/> Ways & Means
<input type="checkbox"/> Monthly Mini	<input type="checkbox"/> Show & Tell	<input type="checkbox"/> Welcoming/Sunshine & Shadows
<input type="checkbox"/> Newsletter	<input type="checkbox"/> SoCA Council Quilt Guild Rep	<input type="checkbox"/> Workshops

Special Committees are appointed by the President. Please check to volunteer in the areas of your interest.

<input type="checkbox"/> 50-50 Raffle	<input type="checkbox"/> PHD (Project Half Done) Group
<input type="checkbox"/> Feature Writer/Reporter (Newsletter)	<input type="checkbox"/> Volunteer Coordinator
<input type="checkbox"/> Magazine Recycling	

Volunteers are always needed. Please check to volunteer in the areas of your interest.

<input type="checkbox"/> Account/Bookkeeping	<input type="checkbox"/> Graphics/Printing	<input type="checkbox"/> Membership Table	<input type="checkbox"/> Speaker Setup & Sales
<input type="checkbox"/> Computer	<input type="checkbox"/> Insurance	<input type="checkbox"/> Photography	<input type="checkbox"/> Stagehand (quilts)
<input type="checkbox"/> Event Planning	<input type="checkbox"/> Legal	<input type="checkbox"/> Signs	<input type="checkbox"/> Other:

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

Name: _____ Phone: _____ Email: _____

SUMMARY OF EXECUTIVE BOARD, STANDING & SPECIAL COMMITTEE CHAIR DUTIES

Executive Board

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

1st VP Programs - Arrange contracts with speakers for their lectures, workshops, travel, lodging, transportation and meals. Arrange other meetings, except for November Fest (i.e. December Member Trunk Show, Member Quilt Challenge, and Member Demo Month).

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 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.

Standing Committees

Fabric Fun - Coordinate monthly fabrics activity (i.e. Block of the Month, fabric type/style exchange, etc.)

Hospitality - Arrange refreshments and necessary supplies at General Meetings.

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 philanthropy efforts of the Guild.

Publicity & Sponsors - Publicize events and activities of the Guild, actively solicit advertising for the Guild.

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

Southern California Council of Quilt Guilds Representative - Represent Guild at SCCQG meetings, report SCCQG activities to members, and inform members of current events in the quilting community.

Ways & Means - Responsible for fundraising activities

Welcome/Sunshine & Shadows - Oversee activities that promote a friendly atmosphere at Guild Functions. Send greeting cards to members to comfort and encourage and congratulate.

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

Special Committees

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

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

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

PHD - Organize locations, help members create their list of **Projects Half Done**, encourage completion of list.

Volunteer Coordinator - Arrange for volunteers to assist at General Meetings

50-50 Raffle - Sell tickets, select winner by raffle, and submit required document.