

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Community Quilts Liaison
Voting Board Member	Yes
Key Responsibilities	<p>Coordinates the making of quilts for the quilt closet, donation of quilts by members to the quilt closet, and donations of quilts to the community.</p> <p>Maintains guild fabric stash and supplies for Community Quilts. Prepares kits for members to take home and complete quilt tops for the quilt closet. This is a very time consuming job and is probably best served by several members sharing this position.</p>
Tasks Prior to Guild Meeting	<p>Most of this job is done outside of guild meetings and includes the following:</p> <ul style="list-style-type: none"> • Processing fabric donations • Preparing kits for members to take home and finish <ul style="list-style-type: none"> ○ Select pattern ○ Select fabric ○ Iron fabric ○ Cut fabric • Preparing backing and fabric for backing • Arrange for quilting • Prepare fabric for binding • Arrange for binding • Attach REQG label to back of quilt • Maintain records of quilts <ul style="list-style-type: none"> ○ Track kits and where they are in the process ○ Take photos of each quilt for our records ○ Record where quilts are donated • Work with various agencies to determine needs • Deliver donated quilts to agency • Store fabric, batting, quilts, and other supplies • Coordinate sewing days at local quilt shops to work on community quilts.
Tasks During Guild	<ul style="list-style-type: none"> • Arrive at meeting prior to social hour to set

Meeting	<ul style="list-style-type: none"> up. • Set up table with supplies and sign indicating Community Quilts table. • Have quilt kits ready to be made into quilt tops. • Pass out kits to interested members to make quilt tops. • Receive completed quilts and quilt tops for the quilt closet.
Newsletter Articles	<ul style="list-style-type: none"> • When necessary usually to solicit help with quilts or to thank members about making/donating quilts. • When necessary to provide members with information about Community Quilts sewing days.
Preparation for Board Meeting	<ul style="list-style-type: none"> • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	None
Financial Impact – Expense	<ul style="list-style-type: none"> • Batting • Thread • Fabric for backs (usually enough fabric for fronts is donated) • Additional dies for Accuquilt machine
Interfaces with which Other Board Members	May coordinate with Doll Quilts and Preemie Quilts committees by the sharing of fabric, supplies, and quilts that may be more appropriate for one of these committees than the others.
Interfaces with Outside people/companies	<ul style="list-style-type: none"> • Local quilt shops • Agencies coordinating donation of quilts <ul style="list-style-type: none"> ○ Red Cross (based on community needs) ○ Teen Parent Program (we provide a quilt to every graduate of this program each June) ○ Etc. • Non-guild members who donate materials • Internet, books, and magazines for pattern ideas appropriate to a variety of sexes and age groups

	<ul style="list-style-type: none">• Long arm quilters who donate their time to quilt our charity quilts
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