

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Fat Quarter Raffle
Voting Board Member	No
Key Responsibilities	Conduct, and encourage participation in, the monthly fat quarter raffle.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> <li>• Select theme for the month based on color, season, print pattern, etc.</li> <li>• Publish theme in newsletter prior to meeting.</li> <li>• If possible, select themes for the entire year and show list at meetings</li> <li>• Select back up to handle Fat Quarter Raffle if you cannot attend a guild meeting.</li> </ul>
Tasks During Guild Meeting	<ul style="list-style-type: none"> <li>• Arrive at meeting 15 minutes prior to social hour to set up.</li> <li>• Get supplies from storage at Redwood Acres which can include baskets, tickets, pens, etc.</li> <li>• Set up table with supplies and sign indicating Fat Quarter Raffle table.</li> <li>• Have basket or container to hold fat quarters received.</li> <li>• Have tickets and pens for participants to write their names on for the drawing. Have a container to hold the tickets.</li> <li>• Encourage participation for next month by indicating the theme selected.</li> <li>• Based on the number of fat quarters received, determine the number of winners and package up the fat quarters (need at least 20 to have multiple winners). Fat quarters can be placed in a bag, tied with a ribbon, etc.</li> <li>• At appropriate time during meeting, go up to the front and introduce self, the theme for the month, and how many fat quarters were received.</li> <li>• Have President or someone else draw the winning ticket or tickets.</li> <li>• Present fat quarters to winners.</li> <li>• Announce theme for next month and thank everyone for their participation.</li> <li>• Clean up table and return supplies to storage</li> </ul>

	area.
Newsletter Articles	Each month there should be an article or chart showing the theme for each month.
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• 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.</li> </ul>
Financial Impact – Income	None
Financial Impact – Expense	Minor expenses. Examples: <ul style="list-style-type: none"> <li>• Tickets</li> <li>• Office supplies</li> <li>• Bags or ribbons</li> </ul>
Interfaces with which Other Board Members	None
Interfaces with Outside people/companies	None