

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Sunshine
Voting Board Member	No
Key Responsibilities	Show guild support by sending sympathy and get well cards to members going through difficult times.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> <li>• Members contact this position asking for REQG to send a card to a member who is ill or who has suffered a loss.</li> <li>• Mail cards timely.</li> </ul>
Tasks During Guild Meeting	None
Newsletter Articles	None
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>• Greeting cards</li> <li>• Postage</li> </ul>
Interfaces with which Other Board Members	None
Interfaces with Outside people/companies	None