

Prairie Star Quilters Guild
Positions Descriptions

Activities Chair

Purpose:

The incumbent is responsible for coordinating the following activities:

1. Annual retreat to be scheduled after the first of the year and prior to joint meeting in April.
2. Banquet currently scheduled in May.
3. Summer gathering currently scheduled in July.
4. Fall retreat to be scheduled in alternate (non-quilt show) years

Terms and Qualifications:

Elected for a one-year term. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends monthly Board meetings or submits a written report
2. Reserves venues and creates room layout and meal arrangements for the events in a timely manner.
3. Promotes the activities at both guild meetings. This includes announcements at Chapter meetings and newsletter articles.
4. Collects appropriate payment and information as needed from the members for each event. All payments should be given to the guild Treasurer.
5. Plans activities as needed for each event (i.e., games or mixer at the retreat, program or theme for the picnic, etc.).
6. Obtains supplies required for each event (i.e., name tags, tablecloths, centerpieces, ironing boards, etc.).
7. Oversees the actual events including greeting/check-in, providing a liaison with the venue staff, trouble-shooting during the event, and serving as or designating a Master of ceremonies, if needed.
8. Arranges for payment by the Treasurer of all bills related to each event.
9. Seeks feedback and input (formal or informal) for improvement for the following year.
10. Presents an event summary at the board meeting following each activity.
11. Keeps website information current for activities by posting or giving information to the Media Chair to post.
12. Maintains listing of Guild property for activities and provides a copy of the list to the Treasurer.
13. Provides originals of any contracts (signed by both the President and Activities Chair) to the Secretary for inclusion in the corporate records and to the Treasurer. A copy should also be retained in the Activities files.
14. Attends transitional meeting for Board.
15. Annually reviews position description and recommends changes as needed to the Board.