

Prairie Star Quilters Guild  
Position Description

**Community Projects**

**Purpose:**

The incumbent is responsible for maintaining a relationship and donation program between membership and community organizations that would benefit from donations of quilts or quilt-related materials.

**Term 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. With input from the membership, selects and communicates with community agencies that could benefit from quilt or quilt -related items made by members for donation to these agencies.
3. Plans, organizes, and prepares project materials for distribution to members for completion of selected projects.
4. Arranges to have projects delivered to selected agencies.
5. Collects and stores donated and purchased materials for projects.
6. Coordinates and facilitates members' participating in various aspects of project completion.
7. May solicit and coordinate the formation of a Community Projects Committee; serves as the Chair of this committee.
8. Prepares a budget for the Guild Treasurer for the purchase of supplies needed for Community Project quilts. Purchases necessary supplies according to Board approved budget.
9. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
10. Annually reviews position description and recommends changes as needed to the Board.