

Activity Committee

Purpose:

This committee is responsible for coordinating the following activities:

- Monthly virtual Zoom retreats.
- An annual retreat which is held after the first of the year and prior to joint meeting in April.
- May Banquet.
- Summer gathering (currently scheduled in July).
- A fall retreat to be scheduled in alternate (non-quilt show) years.

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.
2. The committee holds one voting position on the Board of Directors.
3. The Chair or designee attends monthly Board meetings or submits a written report.
4. Reserves venues and creates room layout and meal arrangements for the events in a timely manner.
5. Promotes the activities at both guild meetings. This includes announcements at Chapter meetings and newsletter articles.
6. Collects appropriate payment and information as needed from the members for each event. Transfers monies to the Treasurer.
7. Uses a tablet to record purchase transactions.
8. Plans activities as needed for each event (i.e., games or mixer at the retreat, program or theme for the picnic, etc.).
9. Obtains supplies required for each event (i.e., name tags, tablecloths, centerpieces, ironing boards, etc.).
10. Works with the website administrator to create registration forms and collect payments for events.
11. Oversees the actual events including greeting/check-in, providing a liaison with the venue staff, troubleshooting during the event, and serving as or designating a Master of ceremonies, if needed.
12. Arranges for payment by the Treasurer of all bills related to each event.
13. Seeks feedback and input (formal or informal) for improvement for the following year.
14. Presents an event summary at the board meeting following each activity.
15. Provides originals of any contracts (signed by both the President and Activities Chair) to the Secretary for inclusion in the corporate records. (These may include paper forms or electronic documents.)
16. Keeps the committee page on the website current by posting updates or giving information to the Website Administrator to post.
17. Maintains a list of the committee's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
18. Regularly checks the Boards email account for committee related correspondence.

Prairie Star Quilters Guild

Position Description

19. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
20. The Chair or designee submits a year-end written report to the Board annually.
21. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
22. Annually reviews its own committee description and recommends changes as needed to the Board.