

Community Projects Committee

Purpose:

This committee is a liaison between program leaders that serve the community and the Board of Directors. The Committee coordinates the receipt and distribution of donations of quilts or quilt-related materials from both membership and the community.

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. The committee will appoint a chair and individual project leaders as needed.
5. Acts as a liaison between the heads of various Community Project groups and the guild by writing a monthly newsletter article and speaking to the guild at monthly meetings.
6. With input from Guild membership, selects and communicates with community agencies that could benefit from quilt or quilt-related items made by members for donation to these agencies.
7. If needed, supports project groups with plans, organizes, and prepares project materials for distribution to members for completion of selected projects.
8. Collects donated materials for projects and donated items to the appropriate project leaders.
9. Oversees the selling of donated items that will not be used by a Community Project group. (Note: Only when items are NOT being collected for resale at the quilt show.) Submit monies collected to the Guild Treasurer.
10. Coordinates and facilitates member participation in various aspects of project completion.
11. Oversees the UFO/Quilt Top Raffles submitting monies collected to the treasurer.
12. Prepares and submits an annual budget for the Executive Board for the purchase of supplies needed for Community Project quilts.
13. Purchases necessary supplies according to the Board approved budget.
14. Keeps the committee page on the website current by posting updates or giving information to the Website Administrator to post.
15. 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.
16. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
17. Regularly checks the Boards email account for committee related correspondence.
18. The Chair or designee submits a year-end written report to the Board annually.
19. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
20. Annually reviews its own committee description and recommends changes as needed to the Board.