

CFQG Board & Committee Member Responsibilities

Section 3B: CFQG officers and their duties shall include:

The President shall:

- a. Preside at all general membership and Executive Board meetings
- b. Set and post agendas for meetings
- c. Be the chief administrative officer of the organization
- d. Report on the work of the organization at the annual meeting
- e. Appoint committee chairs
- f. Be ex-officio, non-voting member of all committees with the exception of the nomination committee
- g. Be authorized to co-sign checks for the association
- h. Serve as a liaison with other organizations
- i. Have such usual powers of supervision and management that may pertain to the office of the President
- j. Shall have keys to both the storage unit and post office mailbox
- k. Appoint a Parliamentarian.

The Vice President shall:

- a. Arrange programs for the monthly meetings of the general membership
- b. Arrange locations for monthly meetings
- c. Serve as presiding officer in the absence of the president
- d. Be authorized to co-sign checks for the organization
- e. Arrange all drawings and like activities
- f. Form a committee to arrange the annual meeting.

The Secretary shall:

- a. Record the minutes of all meetings and present them at the following meeting
- b. Provide the newsletter editor with summaries of these meetings prior to the newsletter deadline.
- c. Be responsible for any correspondence which does not relate specifically to an activity or responsibility of another committee or officer
- d. Be authorized to co-sign checks for the organization
Shall have a key to access the Post Office box.

The Treasurer shall:

- a. Be the Chief Financial Officer of the CFQG
- b. Have the general care and custody of all securities and funds
- c. Collect and disburse the funds of the organization
- d. Present financial reports to the Executive Board and the organization
- e. Be authorized to co-sign checks for the organization
- f. Shall have a key to access the Post Office box.

The Directors at Large shall:

- a. Provide support and offer assistance to the Guild President as needed
- b. Be responsible for obtaining a token of appreciation for the outgoing President

First Director shall:

- a. Be in charge of all nonmonetary donations made to the guild.

Second Director shall:

- a. Be responsible for obtaining a token of appreciation for the outgoing President.

Third Director shall:

- a. Cause an audit of the treasury to be made at the close of the fiscal year October 31, to be completed no later than April 30.

The Parliamentarian shall:

- a. Assure that proper parliamentary procedures are followed at all meetings including the meetings of the Executive Board
- b. Serve as chair of the nominating committee,
- c. Conduct all elections, including acceptance of proxies,
- d. Be responsible for the installation of officers.

ARTICLE VII: COMMITTEES

Section 1: There shall be eighteen standing committees:

Publicity, Newsletter, Workshop, History, Nominating, Hospitality, Membership, Community Sewing, Fair, Quilt Alaska, Quilt Slushy, Snow Flurries, Quilting in the Snow, Google Groups Email List, bazaars, Secret Pals, Sunshine Sue, and Raffle Chair.

All committee chairs shall be appointed by the President and confirmed by the Executive Board. Committee chairs shall report to the Executive Board, at the Board's discretion, may recruit volunteers or assistants as needed, and perform the following duties:

a. The Publicity Chair shall:

Be responsible for publicity for the CFQG, to include monthly meeting times and special events.

b. The Newsletter Chair shall:

- i. Serve as editor for the newsletter "Northern Comfort"
- ii. Be responsible for publication and distribution of the newsletter in accordance with the guidance and direction of the Executive Board.

c. The Workshop Chair shall:

- i. Be responsible for researching and presenting to the guild information about potential workshop teachers as well as procuring and supervising chairs for each workshop one or more workshops as interest requires
- ii. Prepare a budget to present to the Executive Board for upcoming workshops.
- iii. Make a written report to the Executive Board upon completion of the event.

d. The History Chair shall:

- i. Keep an on-going record of all the activities of the CFQG,
- ii. Have guardianship of guild scrapbooks
- iii. Display said scrapbooks at the October annual meeting.
- iv. Keep current the scrapbook with press clippings and one or two photographs of each significant guild activity
- v. Arrange via Shutterfly or similar to provide a hard copy of the years Guild activities and events.
- vi. Take photos of quilts shown during Show and Tell and have them posted to the CFQG website.

e. The Nominating Committee shall:

- i. Consist of at least five members, of which the Parliamentarian is chair and at least three shall not be current officers
- ii. Solicit suggestions for nominations of officers from the general membership
- iii. Meet in a timely manner to nominate candidates for each office. The names of these candidates shall then be presented to the membership at the September meeting
- iv. Solicit names for the Committee Chairs to provide to the President.

f. The Hospitality Chair shall:

- i. Be responsible for arranging members to provide refreshments at all general membership meetings,
- ii. Coordinate potlucks the CFQG may have
- iii. Be responsible for the CFQG coffeepot and the purchase of any related supplies.

g. The Membership Chair shall:

- i. See that all guests are made welcome and be responsible for following up with visitors and new member
- ii. Be responsible for CFQG handbooks and the Membership Directory and distribute them to all new members,
- iii. Collect dues, maintain a membership roster, and provide the President and newsletter editor with the names of new members.

h. The Community Sewing Chair shall:

- i. Be responsible for identifying needs within the community and making them known to the CFQG membership,
- ii. Be responsible for the planning of community sewing workshops and the making of needed items
- iii. Be responsible for the collection and distribution of quilts, wall hangings, and other quilted items for community service on behalf of the CFQG membership
- iv. Promote quilting education to the community as needed.

i. There shall be two Chairs for the Fair: Division 24-A Quilt Show and the Small Quilt Auction.

The Division 24-A Chair shall:

- i. Be responsible for securing prizes, judges, booth sitters and any other volunteers as needed
- ii. Be responsible for administering the quilt division of the Tanana Valley Fair in a timely manner
- iii. Work together with the Chair of the Small Quilt Auction to ensure needs are covered Attend fair superintendent meetings and comply with all requirements of the fair office
- iv. See that all entries are entered in proper categories, judged fairly, displayed in an attractive manner, interpreted to the public and returned to their owners in the condition in which they were entered
- v. Make a written report to the Executive Board upon completion of the event.

The Small Quilt Auction Chair shall:

- i. Be responsible for administering the Small Quilt Auction of the Tanana Valley Fair in a timely manner
- ii. Work together with the Chair of Division 23 to ensure needs are covered
- iii. Be responsible for securing quilts to be auctioned
- iv. See that all small quilts are displayed properly and in an attractive manner

- v. Determine winners of the auctioned items, the collection of funds, and getting monies to the CFQG Treasurer. Be responsible for distributing quilts to winners and communicating with quilt donors
- vi. Make a written report to the Executive Board upon completion of the event.

j. The Quilt Alaska Chair shall:

- i. Collaborate with the Fairbanks Arts Association and be responsible for the planning and administration of the quilt show, (at the Bear Gallery in even numbered years.
- ii. Make a written report to the Executive Board upon completion of the show.

k. The Quilt Slushy Chair shall:

- i. Be responsible for the planning and administration of the quilt event each spring
- ii. Obtain teachers for the classes offered
- iii. Make a written report to the Executive Board upon completion of the event.

l. The Snow Flurries Chair shall:

- i. Be responsible for the planning and administration of the quilt event each spring,
- ii. Obtain teachers for the classes offered,
- iii. Make a written report to the Executive Board upon completion of the event.

m. The Quilting in the Snow Chair shall:

- i. Be responsible for the planning and administration of the quilt event
- ii. Obtain teachers for the classes offered
- iii. Make a written report to the Executive Board upon completion of the event.

n. The Bazaar Chair shall:

- i. Be responsible for setting up times for the CFQG's participation in community Bazaars
- ii. Be responsible for acquiring items through CFQG members to be sold at the Bazaars
- iii. Be responsible for obtaining coverage for the table at the Bazaars
- iv. Make a written report to the Executive Board upon completion of the Bazaars.

o. The Block of the Month Chair shall:

- i. Be responsible for choosing and providing patterns with instructions for each month's block drawing.
- ii. Run the block exchange during the monthly membership meetings.

p. The Google Groups Chair shall:

- i. Be responsible for maintaining the Google Groups account for the Guild
- ii. Assist new members in signing up to the email account;
- iii. Assist all members with difficulties they may have in receiving emails through the Google Groups account.

q. The Secret Pals Chair shall:

- i. Oversee the sign up in February of those CFQG members interested in participating in the exchange;
- ii. Provide a form for those interested in signing up, with information about themselves
- iii. Check in with those participating throughout the year to be sure they are being remembered by their secret pal.

r. The Sunshine Sue Chair shall:

- i. Be responsible for sending cards to CFQG members experiencing serious illness, death in the family, or other life altering events.
- ii. Give a report at the membership meeting on a monthly basis as needed.

s. The Raffle Quilt Chair shall:

- i. Be responsible for the administration, planning and development of the CFQG raffle quilt project
- ii. Be responsible for finding an annual volunteer who shall be responsible for the printing and selling of the raffle tickets and for making arrangements for the raffle permit to be displayed at locations where ticket sales are occurring;
- iii. Make certain that upon the completion of the quilt raffle, that the annual volunteer fills out the raffle ticket form and puts it on file with the Executive Board. This will eliminate the need to retain stubs.
- iv. Will assure that the CFQG has an authorized Gaming Commission overseer as a volunteer to monitor the raffle procedure.
- v. Provide a written report to the Board regarding costs of quilt, number of tickets sold, net proceeds of Raffle Quilt endeavor and
- vi. Be responsible that the quilt is delivered or mailed and insured for at least \$1000 to the winner.