



2017 Committee Descriptions

Block or Row of the Month Committee

This committee provides guild members with a fun, coordinated activity that also provides quilt blocks for charity. Providing blocks gives the member a chance to win the drawing.

- Solicit member input on type of blocks or rows to be offered in the upcoming year.
 - Secure copyright free blocks based on members' input.
 - Provide Website Committee with instructions for block or row that will be completed for upcoming month's business meeting. Block instructions will be included on the website.
 - Collect or check off completed blocks or rows.
 - Oversee drawing.
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Challenge Quilt Committee

This committee organizes a fun and coordinated activity to challenge members to make a quilt that meets the challenge rules. Members' submissions for the challenge can be displayed or otherwise honored.

- Devise one or two interesting and creative quilt challenges in which all members may choose to participate.
 - Provide guidance as appropriate.
 - Supervise prize drawing.
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Charity Quilting Committee

Members of this committee meet as a group, and sew independently, to make items to be donated to charities. Committee chairs identify the charities that will be gifted, organize the projects, and collect and distribute the projects completed by committee members.

- Coordinate guild efforts to provide comfort quilts and other requested items, such as tote bags, Christmas stockings, dialysis belts, bibs, and walker bags to various charitable organizations, military organizations, schools, and public service organizations in the area.
- Distribute quilts and items to above organizations.

Committee and Guild Activity Descriptions (continued)

- Organize and store donated fabrics; purchase fabrics as budgeted.
- Prepare, number, and keep track of kits. (Preparing kits involves selecting patterns, making copies of pattern and instructions, cutting/selecting fabric in appropriate quantities, and purchasing fabric as needed, bagging the kits and numbering them for record keeping purposes.)
- Plan, advertise, and manage workshops to make quilts including coordinating with Program Committee Chair.
- Distribute quilts and keep record of organizations that received quilts and the number of quilts each organization received, including maintaining a photo history of the quilts.

Fabric Exchange Committee

This committee facilitates fabric exchanges among members of the guild. This committee is not active for 2017.

- Oversee selection process for types of fabric to be included in exchange.
- Oversee monthly sign-up of fabric exchange participants.
- Send monthly information to the Website Committee for posting on the WSQG web site.
- Arrange fabric in bags for each member to pick up at business meeting.

Historian/ Photographer

The guild has kept records of guild activities since the beginning. This committee is responsible to photograph show-and-tell, classes, and other activities to record for the guild's scrapbook.

- Maintain a record of the guild's activities with emphasis on programs, special events, charity activities, and retreats.

Hospitality Committee

Beverages and treats are available at every guild meeting.

- Pass around sign-up sheet to bring refreshments.
- Set up refreshments prior to business meeting; clean up afterward.
- Call or email members on sign-up list to remind them to bring refreshments.

Library Committee

The Guild maintains a library of quilting books, patterns, and magazines that members can borrow.

- Select and purchase new books and materials, as budgeted.

Committee and Guild Activity Descriptions (continued)

- Collect new books and patterns (donated by membership) for free use to all members.
- Catalog each of the new items.
- Display and put away items at each business meeting.
- Purge materials as needed.

Mega Lotto Committee

At every business meeting (usually the first Tuesday evening of every month except December) donated or purchased items are assembled and raffled. Raffle tickets are sold to members and guests, and the drawing is held at the end of that meeting.

- Solicit or purchase items for “lotto.”
- Sell tickets to membership at business meetings for raffle items.
- Turn money over to treasurer.

Membership Committee

The Membership Committee greets everyone as they sign in for each meeting. This committee is responsible to collect membership dues and track the membership list, and also distributes annual membership letters and provides the new web site members login information each year.

- Meet and introduce new members as they join the Guild.
- Collect membership dues from all members and provide them with guild nametags and current membership cards.
- Collect and verify roster information for all members (home and e-mail addresses, phone numbers, etc.).
- Update Membership Roster and provide updates to the Website Committee for publication on the Guild’s website.
- Staff the sign-in table and “meet and greet” members as they arrive at meetings.
- Provide board or committee members with up-to-date membership information on request.
- Be responsible for update and distribution of WSQG Brochure and Membership letters.

Program Committee

The guild holds a monthly “program” meeting (usually the third Tuesday of each month except December) at which a quilting guest presents a program and shows their quilting work or another enriching activity is planned. This committee also organizes classes for members.

Committee and Guild Activity Descriptions (continued)

- Promote activities to encourage members to get to know each other and expand their quilting skills by utilizing members' expertise and outside local and nationally known quilting artists and others.
- Prepare a calendar of Programs and Classes for posting on the web site; provide to the Website Committee.
- Prepare articles for the web site and meeting reminders about upcoming classes and programs.
- Contact speakers and teachers for classes and programs; negotiate dates, fees, and reimbursable expenses; establish contracts with speakers and teachers.
- Manage the budget related to programs and classes.
- Be on-site to open and close the building during programs and classes. Serve as site hostess for speakers and teachers.
- Solicit input from members on skills they would like to acquire and use this input to guide program and class selection.
- Provide feedback to participating quilt teachers and attendees on outcomes of programs and classes.

Publicity/Marketing Committee

This committee is responsible to maintain relationships with our quilting business community, and designs and distributes publicity materials for quilt activities.

- Contact vendors who advertise on the web site about annual fees.
- Solicit new vendors to advertise on the web site.
- Assist Program Chair to develop publicity/marketing efforts for events we sponsor or in which we participate.
- Assist Auction/Quilt Sales/Quilt Show/Raffle Committee Chairs to develop publicity/marketing efforts for these events.

Quilt Sales

Members can offer their quilts for sale through the guild (with 15% commission) and also donate completed quilts and other projects for sale on the guild website and at guild activities.

- Quilt sales are a relatively new fund-raising activity for the Guild. Quilt sales occur in conjunction with Olympia Arts Walk, the Guild's biennial Quilt Show or Auction, and as a stand-alone activity.
- One-hundred percent of the proceeds from the sales of donated quilts go to support Guild activities.
- Commission quilts are also accepted for sale. The Guild receives fifteen percent of the sales proceeds on commission quilts to support Guild activities.

Committee and Guild Activity Descriptions (continued)

- Quilt Sales are handled in accordance with the Guild's Quilt Sales Policy, which includes a *Protocol for the Quilts* and a *Washington Stars Quilt Store* form.

Quilting Adventures Committee

This committee organizes fun trips for guild members to take together. Destinations include visits to quilt shows and other quilting related events.

- Select locations and make arrangements for coach trips to quilt-related places and events.
- Collect registration fees, arrange for payment of vendors; turn all funds over to the Treasurer.

Retreat Committee

This group organizes 2-4 day quilting retreats for guild members. These retreats range from structured classes to casual bring-your-own-project opportunities in settings that provide a break from our usual responsibilities.

- Review previous year's retreat with participants and develop activities to meet participants' needs, if desired.
- Negotiate with retreat site operators to ensure the optimal number of participants can attend.
- Develop special activities for participants, if desired.
- Recommend and oversee enrollment/attendance activities, including meals and room assignments, and collection of registration fees.
- Turn all funds over to the Treasurer.
- Provide evaluation of retreat process.

Show and Tell Committee

Members are encouraged to bring quilts for show-and-tell at each business meeting. This is a chance to see what other members are working on and gather inspiration for our own work. This committee coordinates the show-and-tell activity by organizing the presentations, showing the quilts, and placing the quilts where members can get a closer look after the meeting.

- Set up quilt rack in front of church prior to each business meeting.
- Hang up quilts on quilt rack during Show and Tell so they can be easily seen.

Small Bee Coordinator

Small bees are clubs within the guild that might focus on a particular technique or are otherwise intended to encourage our co-members with our projects. A list of the current bees is available on the web site along with indication of which bees are taking new members.

Committee and Guild Activity Descriptions (continued)

- Compose a document describing small bees and their purposes for posting on the Guild's web site.
- Compile a list of all current small bees, when they meet, if they focus on a certain aspect of quilting, whether they are full or seeking new members, and a contact person.

Sunshine Committee

This committee provides a treat package to members who are in need of a little sunshine in their lives.

- Collect or purchase fabric to send to those in our membership who are ill or are in need of "sunshine," as determined by the criteria adopted by the Committee.
- Mail the fabric.

Website Committee

This committee is responsible to manage the guild website, oversee the online quilt store, and produce the weekly guild newsletter.

- Website Committee will consist of at least two active guild members in order to ensure coverage for website changes. At least two committee members will be designated as website administrators.
- The purpose of the Website Committee is to develop, update, maintain, and promote the WSQG website. Duties include:
- Publish and distribute the Star Points Newsletter.
- Reconcile Membership Roster to website's newsletter distribution list at least quarterly.
- Add new members to the website's newsletter distribution list as soon as possible so they may start receiving the Star Points Newsletter.
- The Website Committee solicits information at least annually from all committee chairs for publication on the website and in the Star Points Newsletter.
- Monitor incoming "Contact Us" email messages. Answer incoming inquiries or forward to appropriate Committee Chair.
- Manage email provider.
- Research new social media avenues, newsletter topics, or other content that may benefit Washington Stars Quilt Guild.

Quilt Show/Boutique/Raffle Quilt/Auction Committees

The Washington Stars Quilt Guild may sponsor up to three major activities each year: an Auction, a Quilt Show and/or a raffle quilt. These activities are intended to further the broad objectives of the guild, which are to

- *enhance guild members' skills and knowledge about quilting;*
- *increase community awareness about quilting and quilt history; and*
- *provide quilts to those in need.*
- The committees are responsible for working with the Publicity/Marketing Committee and coordinating the activities listed for each event.
- The Auction, when held in even numbered years, is a primary fundraising event for the guild. All members are expected to participate in the auction. They solicit items for auction from vendors, donate items to be auctioned, and work at the auction itself including marketing and publicity, setting up tables, helping check in bidders and check out successful bidders, providing food and helping to take down the tables. Members are also encouraged to bid on items. Each auction has a theme that is selected by the auction committee, which is carried out by the auction participants. The committee also oversees the auction activities including assigning members to work on various sub-groups, manages incoming and outgoing items to be auctioned, and does a post-auction review to determine areas for improvement as well as successes.
- The Quilt Show is held in odd numbered years. It is both a fundraising event and an opportunity to educate the community about quilting. All members are expected to participate in the quilt show. They contribute quilts including challenge quilts made specifically for the show; assist in advertising the show; provide information to attendees about the various quilts; assist vendors; take attendance tickets; and assist in set up and take down of displays. The show has a theme approved by the guild's membership and members are encouraged to make quilts with the theme in mind. A featured quilter may be selected by the guild for the body of work she/he has compiled.
- The Quilt Show Committee oversees activities related to the quilt show including proposing the theme, identifying candidates for featured quilter, identifying and selecting vendors, working with the quilt frame set-up and take down vendor, scheduling "white glove" workers and attendance ticket takers, arranging for food vendors, and doing a post-quilt show review to determine areas for improvement as well as successes.
- A **Raffle Quilt** may also be made in odd numbered years. The quilt is another of the "odd year's" fundraising events. The quilt is designed and the top made by guild members. It is machine quilted by professional long-arm quilters. All guild members are expected to sell raffle tickets at events such as the spring and fall Arts Walk, other guilds' meetings, shop hop, and other community events such as festivals or farmers markets. The Raffle Quilt Committee proposes the quilt pattern, makes arrangements for the top's completion,

Committee and Guild Activity Descriptions (continued)

makes arrangements for its quilting, coordinates opportunities for the raffle quilt to be viewed, secures and manages raffle ticket distribution to members, secures the quilt when it is not on display and oversees the final drawing and delivery to the winner.