Coordinator Committee Members

2014-15

Position	Page
Advertiser Liaison	2
Annual Fund Raiser	3
Challenge Quilt	4
Charity Quilts	5
Circulation	6
Door Prize	7
Facilities	8
Friendship Groups	9
Greeter/Mentor	10
Hospitality	11
Library	12
Member Directory	13
Newsletter Editor	14
Proof Reader	15
Program	16
Program: Newsletter/Web Site Liaison	17
Raffle Quilt Designer	18
Raffle Quilt Marketer	19
UFO Project	20
Web Site Manager	21
Workshops	22
Writers/Photographers/Calendar	23

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	ADVERTISER LIAISON
BOARD MEMBER CONTACT:	COMMUNICATION COORDINATOR
RESPONSIBLE FOR:	LOCAL ADVERTISER BILLING AND WEB SITE ARTICLES

SPECIFIC RESPONSIBILITIES

Specific details regarding the operation of the position are found in Job Notebook.

1. Maintain relationship with local advertisers. Mid-July send ANNUAL advertising renewal invoices.
2. Write advertiser Web Site articles with photographs as needed.
3. Proof read and correct advertiser Web Site copy prior to assembly of newsletter.
4. Adhere to deadlines as required in order to facilitate editorial and newsletter mailing procedures.
5. Work with Member Directory and Quilt Show Chair to properly feature local advertisers.
6. Member of the Communication Coordinator Committee which includes Advertiser Liaison, Circulation, Newsletter Editor, Proof Reader, Web Site Manager, and Writer/ Photographer/ Calendar.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a year-end report with future recommendations.
- May also serve as Communication Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	ANNUAL FUND RAISER
BOARD MEMBER CONTACT:	COMMUNITY OUTREACH COORDINATOR
RESPONSIBLE FOR:	ORGANIZING AND CONDUCTING ANNUAL FUND RAISING EVENT

SPECIFIC RESPONSIBILITIES:
Specific details regarding the operation of the position are found in Job Notebook.

1. The fund raising profits are used to fund grant request.
2. Plan for the Annual Fund Raising Event at least four months in advance of the scheduled event.
3. Publicize event in newsletter and Web Site, and make announcement to the Guild Membership.
4. Arrange hall for event and decide how it will be set up.
5. Provide for recognition of participants and volunteers, including an article in the newsletter.
6. Report budget information or budget requests to Community Outreach Coordinator.
7. Member of the Community Outreach Coordinator Committee which includes Annual Fund Raiser, Charity Quilts, Door Prize and Raffle Quilt Marketer.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Community Outreach Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	CHALLENGE QUILT
BOARD MEMBER CONTACT:	ACTIVITIES COORDINATOR
RESPONSIBLE FOR:	COORDINATION OF THE ANNUAL CHALLENGE QUILTS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Determine the theme for the annual challenge quilts.
2. Purchase, cut, and make available packets for distribution to the membership.
3. Give Treasurer reports of income, expenses and receipts for reimbursement.
4. Hang the Challenge Quilts at a Guild meeting.
5. Work in conjunction with the Community Outreach Coordinator and Quilt Show Chair to hang quilts at the Monterey County Fair and the MPQG Quilt Show..
6. Report budget information or budget requests to Activities Coordinator.
7. Member of the Activities Coordinator Committee which includes Challenge Quilt, Hospitality, Library, Raffle Quilt Design and Production and UFO Project.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Activities Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	CHARITY QUILTS
BOARD MEMBER CONTACT:	COMMUNITY OUTREACH COORDINATOR
RESPONSIBLE FOR:	COORDINATING PRODUCTION AND DISTRIBUTION OF CHARITY QUILTS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Plan and arrange quilting activities requested by the Community Outreach Coordinator or the Board of Directors to meet requested community quilting projects.
2. Form quilting groups to carry out the appropriate quilting projects.
3. Write and submit newsletter/Web Site items as needed.
4. Coordinate an annual charity quilt service activity for an MPQG monthly meeting.
5. Purchase materials as needed for charity quilts.
6. Assemble quilt kits for distribution at Guild meetings to membership for completion.
7. Report budget information or budget requests to Community Outreach Coordinator.
8. Submit Expense Forms to the Treasurer.
9. Coordinate the hanging of community quilts with Community Outreach Coordinator, when requested
10. Participate in Guild meetings for the purpose of distribution of charity quilts.
11. Member of the Community Outreach Coordinator Committee which includes Annual Fund Raiser, Charity Quilts, Door Prize and Raffle Quilt Marketer.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Community Outreach Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	CIRCULATION
BOARD MEMBER CONTACT:	COMMUNICATION COORDINATOR
RESPONSIBLE FOR:	ADDRESSING AND MAILING, PINES AND NEEDLES NEWSLETTER

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Obtain current list of MPQG members, advertisers and others, who received the newsletter via the USPS from Web Site.
2. Inform Newsletter Editor of the necessary number of newsletters to be printed.
3. Add 10 copies for the Membership Coordinator to give to new members.
4. Pick up each month newsletter from the printers, purchase and prepare mailing labels; purchase stamps; mail newsletters for timely delivery (ten days prior to meeting.)
5. Send receipts to Treasurer for reimbursement.
6. Report budget information or budget requests to Communication Coordinator.
7. Member of the Communication Coordinator Committee which includes Advertiser Liaison, Circulation, Newsletter Editor, Proof Reader, Web Site Manager, and Writer/ Photographer/ Calendar.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Communication Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	DOOR PRIZE
BOARD MEMBER CONTACT:	COMMUNITY OUTREACH COORDINATOR
RESPONSIBLE FOR:	ORGANIZING AND CONDUCTING DOOR PRIZE ACTIVITIES AT GUILD MEETINGS.

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Responsible for having monthly door prize raffle as Guild fund raiser.
2. Seek door prize donations from members or businesses.
3. Draw winning ticket(s); acknowledges donors and winners in newsletter.
4. Maintain records of expenses and receipts, giving income to treasurer.
5. Make available MPQG Tax Donation Form for donors.
6. Report budget information or budget requests to Community Outreach Coordinator.
7. Member of the Community Outreach Coordinator Committee which includes Annual Fund Raiser, Charity Quilts, Door Prize and Raffle Quilt Marketing.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Community Outreach Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	FACILITIES
BOARD MEMBER CONTACT:	PROGRAM COORDINATOR
RESPONSIBLE FOR:	MEETING SET-UP, CLOSE DOWN TASKS

SPECIFIC RESPONSIBILITIES:

Specific details regarding this position are found in Job Notebook.

1. Act as contact between the Pacific Grove Recreation Department (or other agency) from whom we rent space for the MPQG general meetings; after Board approval, sign necessary contracts; notifying facility of meeting dates for the year as well as floor plan(s) for the meeting set up.
2. Ensure meeting room is set up prior to the MPQG general meeting.
3. Available for set-up requests during the start of the meeting.
4. Make certain all Guild equipment/boxes/papers are stored or removed from the building before leaving building.
5. Turn lights on/off before, after, and during program. Check that all doors and closed and locked by 9:30 pm.
6. Working with the Program Coordinator, find new facilities for the general meeting if necessary.
7. Send invoices for rent to Program Coordinator.
8. Report budget information or budget requests to Program Coordinator.
9. Member of the Program Coordinator Committee which includes Facilities Liaison, Programs, Programs:Newsletter/Web Site Liaison, and Workshops.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Program Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	FRIENDSHIP GROUPS
BOARD MEMBER CONTACT:	MEMBERSHIP COORDINATOR
RESPONSIBLE FOR:	ACTING AS LIASON FOR NEW MEMBERS SEEKING FRIENDSHIP GROUPS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Provide information about friendship groups to individuals and guilds.
2. Complete the Expense Form with receipts for reimbursement by Treasurer.
3. Report budget information or budget requests to Membership Coordinator.
4. Member of the Membership Coordinator Committee which includes Friendship Groups, Greeter/Mentor and Member Directory

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as of Membership Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	GREETER/MENTOR
BOARD MEMBER CONTACT:	MEMBERSHIP COORDINATOR
RESPONSIBLE FOR:	GREETS NEW MEMBERS EACH MONTH AT THE MEMBERSHIP TABLE

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Work with a committee of "greeters/mentors" between 6:30 and 7:15 pm, greet new members and guests each month at the membership table.
2. Present gift to new members; one fat quarter and a logo name badge. Hawaiian leis may be given to guests.
3. Make new members and guests welcome; introduce them to MPQG members and explain what takes place at guild meetings (Library, Door Prize, Community Liaison, signup lists, etc.)
4. Explain to new members and guests the benefits of Guild Membership (Friendship Groups, Community Liaison, Workshops, etc.)
5. Learn how actively new member would like to participate in the Guild.
6. Be certain new member or guest has someone to sit with her/him during the meeting.
7. Follow up with phone calls or emails to encourage new member or guest to return.
8. Report budget information or budget requests to Membership Coordinator.
9. Member of the Membership Coordinator Committee which includes Friendship Groups, Greeter/Mentor and Member Directory.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Membership Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	HOSPITALITY
BOARD MEMBER CONTACT:	ACTIVITIES COORDINATOR
RESPONSIBLE FOR:	REFRESHMENTS (SNACKS AND/OR BEVERAGES) SERVED BEFORE GUILD MEETINGS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Provide for refreshments the designated time at monthly MPQG meetings with the assistance of other Guild members.
2. Set up, clean up and store supplies for monthly meetings.
3. Maintain sufficient supplies for general meetings, keeping receipts for reimbursement by Treasurer.
4. Use signup sheet or other method to elicit member participation in bringing refreshments and send reminders as necessary.
5. Provide articles to Communications Coordinator or Web Site Manager to thank those who have provided refreshments.
6. Coordinate with the Annual Fund Raiser Event Chair for the refreshments for the event.
7. Report budget information or budget requests to Activities Coordinator.
8. Member of the Activities Coordinator Committee which includes Challenge Quilt, Hospitality, Library, Raffle Quilt Design and Production and UFO Project.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Activities Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	LIBRARY
BOARD MEMBER CONTACT:	ACTIVITIES COORDINATOR
RESPONSIBLE FOR:	MAINTENANCE OF GUILD LIBRARY:BOOKS, MAGAZINES, VIDEOS/DVD AND PATTERNS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Set up and display books at general member meetings.
2. Utilize Book Librarian Plus (Guild-owned software) to maintain an inventory of all items in the library; produce printouts that can be made available to members at the table during general meetings.
3. Check out books to members; keep records utilizing Book Librarian, check in returned books.
4. Contact members regarding overdue books, collect appropriate overdue fines forwarding money to the Treasurer.
5. Stay current on new publications (books, magazines, DVDs and related material) and make additions to library as budget allows.
6. Retire old, rarely borrowed books, in order to keep the size of library manageable.
7. Keep the key to MPQG meeting place closet; store library materials in guild closet between meetings.
8. Report budget information or budget requests to Activities Coordinator.
9. Member of the Activities Coordinator Committee which includes Challenge Quilt, Hospitality, Library, Raffle Quilt Design and Production and UFO Project.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Activities Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	MEMBER DIRECTORY
BOARD MEMBER CONTACT:	MEMBERSHIP COORDINATOR
RESPONSIBLE FOR:	PUBLICATION OF DIRECTORY OF MEMBERS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Receive membership database from Membership Coordinator for publication of Member Directory.
2. Solicit advertisers for the directory; send details to Treasurer for invoicing.
3. Prepare directory for publication (See notebook for what to include).
4. Publish and distribute new directory at the November guild meeting.
5. Report budget information or budget requests to Membership Coordinator.
6. Member of the Membership Coordinator Committee which includes Friendship Groups, Greeter/Mentor and Member Directory

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit MPQG Newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Membership Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	NEWSLETTER EDITOR
BOARD MEMBER CONTACT:	COMMUNICATION COORDINATOR
RESPONSIBLE FOR	PUBLICATION OF PINES & NEEDLES

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Prepare MPQG Newsletter draft and send electronically to Proof Readers and Communication Coordinator.
2. Edit corrections as needed.
3. Edit Web Site articles as necessary for the newsletter.
4. Prepare corrected newsletter copy and send electronically to designated printer.
5. Allow time for newsletter mailing to be done by eleven days before the next Guild meeting.
6. Enforce such deadlines as required in order to facilitate editorial and newsletter mailing procedures.
7. Send MPQG Newsletter digitally to Communications Coordinator, Advertiser Liaison and Web Site Manager.
8. Report budget information or budget requests to Communication Coordinator.
9. Skilled in use of electronic means of communication.
10. Member of the Communication Coordinator Committee which includes Advertiser Liaison, Circulation, Newsletter Editor, Proof Reader, Web Site Manager, and Writer/ Photographer/ Calendar.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Communication Coordinator.
- Serve as mentor to new committee member as needed.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	PROOF READER
BOARD MEMBER CONTACT:	COMMUNICATION COORDINATOR
RESPONSIBLE FOR:	ERROR-FREE WEB SITE AND NEWSLETTER

NOTE: This position is held by several people each with a particular area of responsibility.

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Proof read and correct Web Site copy prior to assembly of newsletter.
2. Proof read newsletter draft and pass comments to newsletter editor.
3. Adhere to deadlines as required in order to facilitate editorial and newsletter mailing procedures.
4. Skill in use of electronic means of communication and familiar with Web Site software.
5. Member of the Communication Coordinator Committee which includes Advertiser Liaison, Circulation, Newsletter Editor, Proof Reader, Web Site Manager, and Writer/ Photographer/ Calendar.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Communication Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	PROGRAM
BOARD MEMBER CONTACT:	PROGRAM COORDINATOR
RESPONSIBLE FOR:	PRESENTATION OF PROGRAMS BY GUEST SPEAKERS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Work closely with the Program Coordinator to arrange workshops for the Guild Membership.
2. Send, receive and sign contracts for monthly programs appropriate for membership and budget with a mix of traditional & art quilt topics.
3. With Program Coordinator, develop a projected budget for the current year as well as one additional year.
4. Engage speakers for the current fiscal year plus one additional fiscal year. A contract may be made beyond that timetable if approved by the Board.
5. Arrange travel plans, local accommodations, and hospitality details for speakers and teachers.
6. Keep Program Coordinator advised of signed contracts and related Program costs. Report budget information or budget requests to Program Coordinator.
7. Member of the Program Coordinator Committee which includes Facilities Liaison, Programs, Programs:Newsletter/Web Site Liaison, and Workshops.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Program Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	PROGRAM:NEWSLETTER/WEB SITE LIAISON
BOARD MEMBER CONTACT:	PROGRAM COORDINATOR
RESPONSIBLE FOR:	DISEMINATION OF PROGRAM & WORKSHOPINFORMATION

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Write and distribute electronically the monthly program and workshop information to the Newsletter Editor and Web Site Manager. (See comments, details and deadlines in notebook.)
2. Keep Program Coordinator advised of signed contracts and related program costs.
3. Member of the Program Coordinator Committee which includes Facilities Liaison, Programs, Programs:Newsletter/Web Site Liaison, and Workshops.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Program Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	**RAFFLE QUILT DESIGNER**
BOARD MEMBER CONTACT:	**ACTIVITIES COORDINATOR**
RESPONSIBLE FOR:	**RAFFLE QUILT**

SPECIFIC RESPONSIBILITIES:
NOTE: Selected by the Board to design the annual raffle quilt.

Specific details regarding the operation of the position are found in Job Notebook.

1. Select and purchase quilt fabric and prepare packets.
2. Distribute quilt packets with directions and deadline dates to members at a Guild meeting.
3. Collect completed blocks and assemble quilt.
4. Arrange for the quilting and binding of the quilt.
5. Arrange for a photograph of the finished quilt and supply a photograph to the Raffle Quilt Marketer and the Publicity Chair.
6. Deliver the completed quilt to the Raffle Quilt Marketer for the Monterey County Fair.

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	RAFFLE QUILT MARKETER
BOARD MEMBER CONTACT	COMMUNITY OUTREACH COORDINATOR
RESPONSIBLE FOR:	COORDINATES THE MARKETING AND DISPLAY OF THE RAFFLE QUILT

SPECIFIC RESPONSIBILITIES:

Specific details regarding this position are found in Job Notebook.

1. Work with the Raffle Quilt Designer and Publicity Chair to prepare marketing materials for the quilt.
2. Arrange for printing of raffle tickets when the quilt is in its final assembly stage (See notebook for details).
3. Arrange with the quilt designer when the quilt is completed to get a photograph of the quilt in order to arrange for printing of the bookmarks for the Guild members (see notebook for details.)
4. Distribute to the general membership envelops at the October meeting which include tickets, a letter to the member and 2 bookmarks (see notebook for details.)
5. Mail members in February ticket packets that have not been picked up at the general meetings.
6. Encourage members to sell tickets at general meetings and in MPQG Newsletters/Web Site.
7. Coordinate the display of the quilt and sale of tickets at a variety of local venues (local shops, Salinas Valley Fair, etc.) with members available to help.
8. Recruit members to sign up to sit with the raffle quilt during the Monterey County Fair, coordinating efforts with the Community Outreach Coordinator.
9. Arrange for a cash box to collect funds at the Monterey County Fair and MPQG Quilt Show. .
10. Coordinate with the Quilt Show Chair for the display and tickets sales at the quilt show including arranging for the raffle quilt drum, if needed (See notebook for details.)
11. Report budget information or budget requests to Community Outreach Coordinator.
12. Member of the Community Outreach Coordinator Committee which includes Annual Fund Raiser, Charity Quilts, Door Prize and Raffle Quilt Marketing.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Community Outreach Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	UFO PROJECT
BOARD MEMBER CONTACT:	ACTIVITIES COORDINATOR
RESPONSIBLE FOR:	PROMOTING THE COMPLETION OF UFOs

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Promote the completion of member's UFOs. That is, once compelling quilting projects now living as unfinished objects lurking in boxes and the backs of drawers.
2. Promote a sense of friendly competition to encourage the completion of set aside projects.
3. Promote the sense of satisfaction that comes with a project completed.
4. Use any means such as raffles and prizes to create a sense of excitement about completing projects.
5. Use MPQG Newsletter /Web Site and announcement time at the Guild Membership meeting to promote the above goals.
6. Member of the Activities Coordinator Committee which includes Challenge Quilt, Hospitality, Library, Raffle Quilt Design and Production and UFO Project.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also serve as Activities Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: WEB SITE MANAGER
BOARD MEMBER CONTACT: COMMUNICATION COORDINATOR
RESPONSIBLE FOR: MAINTAINING THE WEB SITE

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Computer skills and knowledge of Web Site creation.
2. Maintain MPQG Web Site in an accurate and timely fashion with news and information for MPQG members and any other interested readers.
3. Keep the site fresh and appealing, update and delete as appropriate.
4. Post information received from all Board Members, and supporting committee chairs, most specifically program and workshop descriptions and Quilt Show information and details.
5. Maintain "Members Only" section.
6. Update mailing list for email blasts and notification of newsletter availability
7. Establish Board approved links on Web Site according to guidelines stated in the Standing Rules.
8. Maintain current year plus past two years of newsletters on Web Site.
9. Maintain Calendar of Events of interest to MPQG members, gathered from the NCQC and San Jose Museum of Textiles Web Sites.
10. Take photos at monthly meeting of Show & Tell and publish (optional) Monitor the mail@mpqg.org; keep passwords of all accounts. Report budget information or budget requests to Communication Coordinator.
11. Member of the Communication Coordinator Committee which includes Advertiser Liaison, Circulation, Newsletter Editor, Proof Reader, Web Site Manager, and Writer/ Photographer/ Calendar.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also hold position Communication Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	WORKSHOPS
BOARD MEMBER CONTACT:	PROGRAM COORDINATOR
RESPONSIBLE FOR:	PRESENTATION OF WORKSHOPS BY GUEST SPEAKERS

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Work closely with the Program Coordinator to arrange workshops for the general membership.
2. Announce and show samples of upcoming workshops at Guild meetings.
3. Take signups and fees for workshops; keep records of income & expenses, submitting them to Program Coordinator.
4. Submit timely information to Newsletter Editor and Web Site Manager.
5. Keep Program Coordinator advised of signed contracts and related program costs.
6. Make supply lists available to workshop participants and local fabric stores.
7. Reserve and sign contracts for classroom rentals.
8. Be at workshops, or appoint someone, to set up room before the workshop, be hostess to teacher and clean and close up classroom at end of workshop.
9. Attend NCQC bi-annual Teachers' and Speakers' program.
10. Report budget information or budget requests to Program Coordinator
11. Member of the Program Coordinator Committee which includes Facilities Liaison, Programs, Programs:Newsletter/Web Site Liaison, and Workshops.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also hold position Program Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job

MONTEREY PENINSULA QUILTERS GUILD
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	WRITERS/PHOTOGRAPHERS/CALENDAR
BOARD MEMBER CONTACT:	COMMUNICATION COORDINATOR
RESPONSIBLE FOR	ARTICLES/PHOTOGRAPHS FOR WEB SITE

Note: This job is held by several people who each have one area of responsibility

SPECIFIC RESPONSIBILITIES:
Specific details regarding this position are found in Job Notebook.

1. Prepares Web Site copy and photographs and sends digitally to Communications Coordinator.
2. Adheres to deadlines as required in order to facilitate editorial and newsletter mailing procedures.
3. Report budget information or budget requests to Communication Coordinator.
4. Member of the Program Coordinator Committee which includes Facilities Liaison, Programs, Programs:Newsletter/Web Site Liaison, and Workshops.

GENERAL RESPONSIBILITIES REQUIREMENTS OF COORDINATOR COMMITTEE MEMBERS:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to designated Coordinator as requested.
- Write and submit newsletter/Web Site items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook.
- Return Job Notebook to designated Coordinator at end of term or job.
- Write a brief year-end report with future recommendations.
- May also hold position Communication Coordinator.
- Serve as mentor to new committee member as needed.
- Familiar with and able to use electronic means of communication.

JOB NOTEBOOK CONSISTS OF THE FOLLOWING:

- MPQG Organizational Chart
- Job Description
- Budget records
- Budget forms
- Written reports related to activities
- Procedures not listed in Job Description
- Copy of year-end report submitted to Coordinator
- Supplemental materials for the operations of the job