

WELCOME TO YAKIMA VALLEY QUILTERS GUILD

Mission Statement: *Yakima Valley Quilters Guild (YVQG, The Guild) purpose is to foster the art of quilt making through sharing, teaching, sponsoring workshops, demonstrations, and quilt shows. It is a non-profit organization and is dedicated to the preservation and promotion of quilting and other needle art through education and community service.*

We endeavor to preserve and continue the traditions, culture and history of quilting; to promote fellowship among interested person in all aspects of quilting; to contribute to the knowledge and promote the appreciation of fine quilts; to sponsor and support quilting activities through charity; to encourage quilt making and collecting; and to contribute to the increase of knowledge of quilting techniques, textiles, designs patterns, and quilt makers through educational meetings and travel.

Membership in Yakima Valley Quilters' Guild is open to anyone who is interested in quilting. Contact via mail: P.O. Box 2813, Yakima, WA 98907 or www.yakimavalleyquiltersguild.org or yvqg2015@gmail.com

YVQG leadership includes the elected officers: President, Vice-President, Secretary, Treasurer; the Immediate Past President; and the Committee Chairpersons.

Meeting Information

Yakima Valley Quilters' Guild meets at The Harman Senior Center, 101 65th Ave. (65th and Summitview Avenues), Yakima, WA 98902.

YVQG meets on the first (1st) and the third (3rd) Wednesdays January through June and September through November. The first Wednesday in December is our annual Dinner Party. July and August gatherings may be a Sew Night with the membership contributing items for a potluck, or our Program Committee may organize a special event – summer dates are announced early in the year.

YVQG General Membership Business Meetings are held the first (1st) Wednesday in each month-January through June and September through November- at 7:00 pm at The Harman Senior Center. YVQG business is discussed and acted upon during this meeting. All YVQG members are invited to attend and participate; and only YVQG members may vote. YVQG guests are welcome to attend. The Secretary will provide a sign-in sheet to assist with attendance records.

YVQG General Membership Program Meeting is held the third (3rd) Wednesday in the month-January through June and September through November- at 7:00 pm at The Harman Senior Center. All YVQG members are invited to attend and participate. YVQG guests are invited to attend. The Secretary will provide a sign-in sheet to assist with attendance records.

YVQG General Board meets the first (1st) Wednesday in each month-January through June and September through November- at 5:30 pm at The Harman Senior Center. All YVQG Committee

Chairs, as part of their responsibility, are expected to attend. Any interested YVQG member is welcome. The Secretary will provide a sign-in sheet to assist with attendance records.

The Meeting: As you enter, please take a moment to sign the attendance sheet. Members are encouraged to bring finished and unfinished quilt projects and other items of interest related to quilting and needle art for Show and Tell—please sign-in to participate. Members are invited to participate, if they wish, in the Door Prize Drawing. The winner is responsible for bringing the door prize to the next meeting.

YVQG welcomes your participation and support. Please join us in any, some, or all of the following activities:

*Bi-Annual Quilt Show: Our show is non-juried and is open to all quilters. It is held on a Friday and Saturday in May. The show consists of several venues including quilt display, vendors, Quilter's Boutique, demonstrations, and guest artists. There are many committees and it is our hope that all members will volunteer to assist in some way.

*Bus Trip: one-day trip to a quilt show or educational event

*Charitable Works and/or Donation: members make quilted projects for: YWCA's Shelter; Children's Village; Cottage on the Meadow; DaVita Dialysis Center; Freedom Kits of Yakima; Memorial Hospital NICU; North Star Lodge; 'Ohana; Rod's House; Triumph Treatment Center; Voices for Children; Foster Emergency Care; Union Gospel Mission; Quilts of Valor; Nursing Homes; Humane Society; and other one-time projects.

*Fair Central Washington State: promote the art of quilting and put spotlight on YVQG

*Lectures and Workshops: National quilt makers are invited to bring knowledge of quilting techniques, textiles, designs, patterns, quilt art to YVQG

*Quilter's University: learning how to quilt successfully

*Raffle Quilt: Along with the Quilt Show, Guild members make a quilt to be raffled, selling tickets to the public. This quilt is completed the year prior to the show. All proceeds go to the Memorial Foundation to sponsor people in the Yakima Valley who need assistance paying for Breast Health Services.

*Retreat: each spring and fall, quilting together at locations such as Camp Dudley on White Pass. It is open to all YVQG members on a first come first serve basis subject to space available. Meals are provided by attendees, with each sharing the cost of one meal. All you need to do is bring lots of projects, sewing equipment, personal items, and bedding. This is a truly fun time for all who attend.

*Sew Days: members together, spend the day working on personal or charity projects.

*Show and Tell: members share their Quilt Art at General Membership meetings

*Summer Challenge:

*Treasure Trunk/Garage Sale: bi-annual YVQG sale of donated fabric and notions from guild members. Proceeds go to YVQG.

Other activities for YVQG members: Birthday Recognition; Lotto Block of the Month; Secret Sister; Newsletter; Sunshine; Monthly Programs; December Christmas Dinner; Member of the Year; Bi-Annual Raffle Quilt with proceeds designated to 'Ohana.

Check out our Website www.yakimavalleyquiltersguild.org

As you can see, there are many ways you can get involved in Yakima Valley Quilters Guild.
Please take a minute and look over our committees and projects and choose the one(s) that fit.

Education

Central WA State Fair	Programs
Lectures and Workshops	Quilters University
Lotto Block (Block of the month)	Sew Along

Ways and Means/Administration

Quilt Show	Audit
Quilters Boutique	Check Policy (see Membership)
Raffle Quilt Crafters	Policy and Procedure Review
Raffle Quilt Marketing	
Treasure Trunk (Quilters Yard Sale)	

Fellowship/Membership

Birthday Recognition	Sunshine
Cookies/Refreshments	Website
Facebook/Social Media	
Historian	Bus Trip
Membership	Retreats
Newsletter	Sew a Long
Nominations and Elections	Sew Days
Publicity (print/video)	Summer Challenge
Secret Sister	Guild Member of the Year
Show and Tell	December Dinner Party

Community Service Opportunities

Children's Village (Quilts)
Cottage in the Meadow (Quilts, Fidget Quilts, Chemo Scarves)
DaVita Dialysis Center (Tissue Holders)
Freedom Kits of Yakima (Feminine hygiene sew days, donations for fundraising supplies)
Multicare Memorial Hospital NICU (Quilts and more)
North Star Lodge (Chemo Caps and Scarves)
'Ohana (Ice Bag covers)
Quilts of Valor (Patriotic Quilts)
Rod's House (Quilts and more)
Triumph Treatment Services (Quilts)
Union Gospel Mission (Food/cash for meals)
Voices for Children (Buddy Bag Quilts and more)
YVQG projects (Shoe Box Quilts, Special Requests)
YWCA's Shelter (Quilts and more)

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Audit Committee

The Audit Committee is responsible, after the closing of the financial records at the end of each calendar year, to do a complete and careful examination of the YVQG financial records. (By Laws Article IV, Section 4)

I. Committee Guidelines

The Vice-President is responsible to assure implementation (By Laws, Article IV, Section 2).

The Audit Committee shall be chaired by the outgoing Vice-President; and at least two (2) qualified YVQG member volunteers shall be required for the committee.

The outgoing Vice-President, at least two (2) member volunteers and the outgoing Treasurer will be present for the audit.

The Committee will audit the financial records when the outgoing Treasurer has finalized the financial records for the calendar year.

The outgoing Treasurer will bring all pertinent information and records to the audit.
The date for the audit will be determined by the Committee Chairperson.

The Committee will prepare and sign an audit report that will be presented by the outgoing Vice-President to the Executive Board, General Board, and General Membership meeting on the 1st Wednesday in February.

The Audit Report shall be kept on file for seven years.

This Committee requires no budget, however, if there are some necessary costs, a variant request can be presented to the Executive Board and General Membership for approval.

Birthday Recognition Committee

The Birthday Recognition Committee: Is to recognize and honor the birthday of YVQG Members

I. Committee Guidelines

The Birthday Recognition Committee includes the Chairperson and at least one YVQG member volunteer.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. AND/OR Committee business may be accomplished via email, phone, or video chat.

The Committee is responsible: 1) to maintain the Birthday Basket filled with fat quarters or small gifts of your choice, and 2) to recognize and honor Members' birthdays at the General Membership Meeting the first Wednesday in each month January through June and September through November.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment. Any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

The Committee may submit articles to YVQG' Newsletter: Piece Talk, YVQG website, as well as contribute information for community advertising of whatever form is deemed appropriate by the Executive Board and/or General Membership.

II. Committee Chair Job Description

Thank you for accepting the Birthday Recognition Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Bus Trips (Sub Committee of Events)

Bus Trips Purpose: At least once a calendar year, to take YVQG members and guests, on a one-day round trip to a quilt show and/or educational event within Washington, Oregon, or Idaho. Bus trips are intended to be a YVQG fundraiser.

I. Committee Guidelines

The Bus Trip Sub Committee includes the Chairperson and at least three (3) YVQG member volunteers. The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year.

Committee business may be accomplished via email, phone, or video chat.

The Committee will investigate quilt shows and other educational events for possibilities for one bus trip in the calendar year. More trips may be planned if there is YVQG member interest. The investigation may reveal possibilities for future trips in the current or another calendar year.

After meeting with the Events Committee/Chair, the Bus Trip Committee will present findings including dates, cost to attend the event, and estimated cost of transportation and any other pertinent information to the Executive Board for event and date selection. When event and date are selected, contact transportation company for availability, scheduling, and actual cost; if in agreement with information from the transportation company, get a contract signed.

The Committee will set the price of the trip to include: 1) cost of transportation, 2) admission to the event, 3) Extra for YVQG fundraising to be earmarked for Workshops, and 4) Additional as appropriate (i.e. water on the bus, etc.). Passing a “hat” on the bus will most likely cover a sufficiently generous tip, however the price calculated should include a small tip for the bus driver to be used if needed.

The Committee will set the schedule for the day. Include departure time from Yakima, rest stops, lunch instructions, departure time from event, dinner reservation time, and arrival back to Yakima. **Order the tickets needed for the event.**

The Committee will create a publicity Flyer that includes the schedule and cost. Distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, and social media platforms.

The Committee will collect and track participant contact information and funds received; give a receipt to the participant; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Membership budget line.

Appoint or participate as bus coordinator to collect same-day registrations and funds, ensure all participants board the bus at the beginning of the trip, at all stops and when leaving the event for Yakima, maintain a clean bus experience, and ensure participants understand any bus rules as set forth in the transportation contract.

The Committee will update important contact information yearly, deleting any information that is not current. The chair will submit a written report following the event to assist in future planning.

II. Sub Committee Chair Job Description

Thank you for accepting the Bus Trip Committee Chair. The Chairperson shall coordinate plans with the Events Committee and report to the Executive Board. The Bus Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Events Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson will collect and track participant contact information so they may be invited to future bus trips. The chair will also collect and keep a record of funds, recording monies received and giving them to the YVQG Treasurer at earliest opportunity.

The Chairperson shall present the Sub Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

COMMUNITY SERVICE COMMITTEE

I. Committee Guidelines

The Community Service Committee includes interested YVQG member volunteers and the YVQG member representing each and all organizations/agencies/charities approved by YVQG for Charitable Works and/or Donations.

YVQG's Articles of Incorporation state: (a) that YVQG is organized under Section 501(c)(3) of the Internal Revenue Code registered under the nonprofit laws of the State of Washington RCW 24.03, "exclusively for charitable and educational purposes", (b) that YVQG is authorized to "make distributions to other organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal Tax Code.

Therefore, the Committee shall collect YVQG members' Charitable Works and/or Donations data that include: YVQG member's name, the number of items donated, the dollar amount (established by the member donating), time spent/number of hours donated, and the name of the organization receiving the donation. (pages 3 & 4)

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Minutes of the meetings shall be written by a volunteer and given to the Chairperson to be filed as written.

The Committee is responsible for reviewing currently approved organizations/agencies/charities by assessing YVQG members' interest and involvement to determine if they should be retained or dropped; any action requires a vote by the General Membership.

And, the Committee is responsible to propose to the YVQG General Membership any suggested new organizations/agencies/charities that YVQG members may be interested in supporting; however, any action requires a vote by the General Membership.

And the Committee will be responsible to keep current the Committee's guidelines after the YVQG General Membership has voted on a YVQG issue that effects the Community Services Committee. Any update will be presented through written or digital means to the Executive Board, General Board and the General Membership.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

The Committee may submit articles to YVQG' Newsletter: Piece Talk, YVQG website, as well as contribute information for community advertising of whatever form is deemed appropriate by the Executive Board and/or General Membership.

II. Committee Chair Job Description

Thank you for accepting the position of Community Service Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July, August and December.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall convene Committee meetings every two months or more often if deemed necessary by committee members and/or if requested by Executive Board, General Board, or General Membership. Meetings may be face to face, or business may be accomplished via email, phone, or video chat.

The Chairperson shall present the Community Service Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

The Chairperson shall present a Charitable Works and/or Donations Monthly Data Report (See attached Form) and shall present the Annual/End of Year Data Report (See attached Form) to the Executive Board, General Board and General Membership. The Annual/End of Year Data Report shall be kept for seven years then shall be destroyed.

III. Opportunities for Charitable Works and/or Donation*

-YWCA's Shelter--Quilts all sizes, Knitted Caps

-Children's Village--Children's Quilts

-Cottage in the Meadow- -Quilts all sizes, Fidget Quilts, Chemo scarves

-DaVita Dialysis Center--Tissue Holders

-Freedom Kits of Yakima-- Feminine hygiene pads and holders; sew day volunteers. Donations of flannel, fabrics, & sewing supplies to sell at monthly sales for purchase of non donated items.

-Memorial Hospital NICU--Quilts 18"x18"; 36"x36" Preferred low contrast fabrics w/flannel back machine quilted; Hearts of flannel; Repositioning Device Covers

-North Star Lodge--Chemo Caps in the name of Carol Seibel; Chemo scarves

-'Ohana--Ice Bag Covers

-Quilts of Valor--Patriotic colors and design quilts

-Rod's House--Quilts 75"x90"; Food; Cash Donations

-Triumph Treatment Services--Quilts all sizes

(Opportunities for Donations continued)

-Voices for Children: Foster Emergency Care--Buddy Bags (with toiletries, pajamas, socks, underwear, books, toys, and a quilt)

-Union Gospel Mission—Oct-Nov-Dec cash donations for meals.

-**YVQG**—Donations to the Guild; the Christmas Stocking Project; Shoe Box (precut kit) Quilts; or whatever given on behalf of YVQG

-**Other/Special Request/One Time Project

-----The suggested sizes needed for charity quilts are as follows:

Children's quilts-- 40"x50" up to 70"x70"; Baby Quilts—36"x36" and crib size 36"x52"; Twin Bed Quilts—75"x90"

* The listed Organizations/Agencies/Charities receiving donations have been approved by YVQG General Membership.

**The Other/Special Request/One Time Project donations require verification of 501(c) (3) status and Executive Board approval.

YAKIMA VALLEY QUILTERS' GUILD
Community Service Committee
Members' Charitable Works and/or Donations DATA Collection Form

IMPORTANT to fulfill YVQG's Articles of Incorporation 501(c)(3) requirements

Date/Mo _____/Day _____/Yr _____

Name (Person Donating) _____

Number of Items Donated. _____

Dollar Amount (Established by person donating) \$ _____

Time Spent/Number of Hours Donated. _____

The suggested sizes needed for charity quilts are as follows:

Children's quilts-- 40"x50" up to 70"x70"; Baby Quilts—36"x36" and crib size 36"x52"; Twin Bed Quilts—75"x90"

Organizations/Agencies/Charities Receiving (If donated to it, check it), *[YVQG member who delivers]:

____ YWCA's Shelter--Quilts all sizes, Knitted Caps *[Paula Brooks].

818 W. Yakima Avenue; Phone: 509-248-7796

____ Children's Village--Children's Quilts [Nancy Ramsey]

____ Cottage in the Meadow--Quilts all sizes, Fidget Quilts, Chemo scarves* [Carol Loudon]

____ DaVita Dialysis Center--Tissue Holders *[Nancy Rayner]

____ Freedom Kits of Yakima--Feminine hygiene pads and holders *[Mary Bennett and Lois Dean]

____ Memorial Hospital NICU--Quilts 18"x18"; 36"x36" Preferred low contrast fabrics w/flannel back machine quilted; Hearts of flannel; Repositioning Device Covers *[Carol Loudon]

____ North Star Lodge--Chemo Caps in the name of Carol Seibel; Chemo scarves *[Nancy Ramsey]

____ 'Ohana--Ice Bag Covers * [Bev Breitenfeldt]

1515 W. Yakima Avenue; Phone: 509-574-3863

____ Quilts of Valor--Patriotic colors and design quilts *[Shirleen Wilhelm]

____ Rod's House--Quilts 75"x90"; Food, Cash Donations *[Diane Poulin]

Donation Center: 314 Cherry Avenue #119; Hours 12-4pm

____ Triumph Treatment Services--Quilts all sizes *[Community Service Committee]

____ Voices for Children: Foster Emergency Care--Buddy Bags (toiletries, pajamas, socks, underwear, books, toys, a quilt) *[Paula Brooks]

____ Union Gospel Mission—Oct-Nov-Dec cash donations for meals. *[Community Service Committee]

____ **YVQG**—Donations to the guild; the Christmas Stocking Project; Shoe Box (precut kit) Quilts or whatever you donate to the Guild for whatever; *[Community Services Committee]

____ **Other/Special Request/One Time Project: Organization Name _____

_____[Community Service Committee]

The listed Organizations/Agencies/Charities receiving donations have been approved by YVQG General Membership.

*YVQG member who delivers donated items to the Organizations/Agencies/Charities.

**The Other/Special Request/One Time Project donations require verification of 501(c)(3) status and Executive Board approval.

Data Collection Form

YAKIMA VALLEY QUILTERS' GUILD
Community Service Committee
Report--Charitable Works and/or Donations Data--Report

Monthly _____ **or** _____ **Annual** _____
Important to fulfill YVQG's Articles of Incorporation 501(c)(3) requirements.

Date/Month _____ /Day _____ /Yr _____

Number of Persons Donating _____ Number of Items Donated _____

Dollar Amount . . . \$ _____ Time/Hours Donated # _____

Organizations/Agencies/Charities Receiving:

Record Number of times each received a donation

____ YWCA's Shelter--Quilts all sizes, Knitted Caps *[Paula Brooks]

818 W. Yakima Avenue; Phone: 509-248-7796

____ Children's Village--Children's Quilts [Nancy Ramsey]

____ Cottage in the Meadow--Quilts all sizes, Fidget Quilts, Chemo scarves* [Carol Loudon]

____ DaVita Dialysis Center--Tissue Holders *[Nancy Rayner]

____ Freedom Kits of Yakima--Feminine hygiene pads and holders *[Mary Bennett and Lois Dean]

____ Memorial Hospital NICU--Quilts 18"x18"; 36"x36" Preferred low contrast fabrics w/flannel back machine quilted; Hearts of flannel; Repositioning Device Covers *[Carol Loudon]

____ North Star Lodge--Chemo Caps in the name of Carol Seibel; Chemo scarves *[Nancy Ramsey]

____ 'Ohana--Ice Bag Covers * [Bev Breitenfeldt]

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____ Quilts of Valor--Patriotic colors and design quilts *[Shirleen Wilhelm]

____ Rod's House--Quilts 75"x90"; Food, Cash Donations *[Diane Poulin]

Donation Center: 314 Cherry Avenue #119; Hours 12-4pm

____ Triumph Treatment Services--Quilts all sizes *[Community Service Committee]

____ Voices for Children: Foster Emergency Care--Buddy Bags (toiletries, pajamas, socks, underwear, books, toys, a quilt) *[Paula Brooks]

____ Union Gospel Mission--Oct-Nov-Dec cash donations for meals. *[Community Service Committee]

____ **YVQG**--Donations to the Guild; the Christmas Stocking Project; Shoe Box (precut kit) Quilts; or whatever given on behalf of YVQG. *[Community Services Committee]

____ ****Other/Special Request/One Time Project:** Organization Name _____
 _____ *[Community Service Committee]

The listed Organizations/Agencies/Charities receiving donations have been approved by YVQG General Membership.

*YVQG member who delivers the donated items to the Organizations/Agencies/Charities.

**The Other/Special Request/One Time Project donations require verification of 501(c)(3) status and Executive Board approval.

Annual Report shall be submitted to YVQG Secretary and Treasurer by December 31st; will be added to YVQG permanent records; and will be maintained for seven years.

YVQG Representative's Signature _____

Data Report Form

Cookie Committee

The **Cookie Committee** is responsible to recruit YVQG members to provide cookies at both monthly General Membership meetings—January to June, September to November.

I. Committee Guidelines

The Cookie Committee includes the Chairperson and at least one YVQG member volunteer.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. AND/OR Committee business may be accomplished via email, phone, or video chat.

The Committee, at the beginning of the YVQG Business Year, will create a signup sheet, including name and phone number, to recruit members to provide cookies for all General membership meetings and member led Program nights (when appropriate). At least two (2) members will need to volunteer to bring cookies to each meeting. (Suggestions from members - consider diabetic, gluten free, veggie tray, fruit tray, labeling ingredients.) The Committee is encouraged to check out the food/beverage policy of the meeting venue.

The Committee would be wise to give a reminder call to the member(s) who have signed up to bring cookies to the upcoming meeting.

The Committee is encouraged to be creative with the setting up and decorating the serving table; and the committee is responsible to clean up the table and area after the meeting.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Cookie Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

December Dinner Party (Sub Committee of Events)

The December Dinner Party Sub Committee plans and implements the December event where YVQG members have the opportunity to enjoy a holiday meal together, fancy the guild member made gifts for the optional gift exchange, delight in honoring the YVQG Member of the Year, end the successful year by honoring the outgoing YVQG officers and committee chairs, and continuing the successes of YVQG with the installation/recognition of newly elected officers.

I. Committee Guidelines

The December Dinner Party Sub Committee includes the Chairperson and at least four (4) YVQG member volunteers. The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Event Committee/Chair.

The December Dinner Party is held on the 1st Wednesday in December. Time, location, and other details will be announced to the General Membership by the first (1st) Wednesday in September. The Committee decides the dinner theme, locates and secures the venue, plans the menu, determines the cost, arranges the details for meal preparation and serving, plans the decorations and sets up the room, sets the evening schedule, and cleans up afterward. The Committee Chair will act as MC for the event.

The Committee, by the first (1st) Wednesday in October, will begin circulating a sign-up sheet and begin collecting any money due; will give a receipt to the member; record the name and amount collected; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the December Dinner Party budget line.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the December Dinner Party Committee Chair. The Chairperson shall coordinate plans with the Events Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Events Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board, and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget. If monies are collected for the dinner, at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the December Dinner Party line on the budget.

Event Committee

The **Event Committee** is responsible for overseeing and implementing the various enrichment events planned throughout each year.

I. Committee Guidelines

The **Event Committee** includes the Chairperson, member volunteer to chair **Bus Trips Sub-Committee**, member volunteer to chair **December Dinner Party Sub-Committee**, a member volunteer to chair **Sew A Long Sub-Committee**, member volunteer to chair **Sew Days Sub-Committee**, member volunteer to chair **Summer Challenge Sub-Committee**, and at least two (2) additional YVQG member volunteers. Many member volunteers will be needed throughout the business year for the success of this Committee and YVQG.

The Event Committee Chairperson needs to be appointed by the newly elected Executive Board as soon as possible after the election the first (1st) Wednesday in November meeting so that planning can begin or continue into the new year.

The Committee Chair, when the entire Committee is appointed, will call a meeting for the purpose of researching possible events for the business year, scheduling to include the Sub-Committees, and to begin the implementation process. The Chairperson will call a meeting as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. This Committee requires coordination and cooperation by all Committee members.

The Committee, in cooperation with the Executive Board, is responsible for all the details required for the implementation of the events for the business year.

The Committee will verbally communicate information to the YVQG General Membership at each meeting and will develop and distribute the marketing /publicity/informational flyers when appropriate to YVQG members through email, Newsletter, Website, and social media platforms. This committee will also call on the assistance of the Publicity Committee when outreach is appropriate.

The Committee will assist the Chairperson in establishing the Committee and Sub Committees Proposed Budgets for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. The Proposed Budget will include all general programs as well as the budget of each Sub-Committee. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Program Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson shall be prepared: 1) to give a Committee report, and/or 2) make a request to be added to the agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson will give to YVQG Treasurer, at the earliest opportunity, any monies collected for programs.

The Event Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Facebook/Social Media (Sub Committee of Publicity)

The Facebook/Social Media Committee is responsible for creating, maintaining, and modifying content of the YVQG Facebook and other Social Media pages (if any) keeping all up to date.

I. Sub Committee Guidelines

The Facebook/Social Media Committee includes the Chairperson and at least one (1) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Publicity Committee/Chair

The Committee will ensure the Facebook page includes information about current events, photos of guest speakers and their quilts, upcoming workshops, and any other YVQG events. The committee will work closely with the Chairpersons of other YVQG Committees to promote new and ongoing projects and activities.

The Committee will ensure that charity information and events of interest to YVQG members, both in and out of the area, as well as all forms and contact information for YVQG leadership and other key individuals are kept current.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require the approval of the Executive Board. Compliance with the budgeted amounts is critical for YVQG success.

II. Sub Committee Chair Job Description

Thank you for accepting the Facebook/Social Media Committee Chair. The Chairperson shall coordinate plans with the Events Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Publicity Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson is a Facebook page(s) administrator.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.
YVQG 2023

Fair Committee

The Fair Committee is designed to bring recognition and awareness of Yakima Valley Quilters' Guild and of the art of quilting and to provide hands on quilting experiences for Central Washington State Fair attendees. The CWSF usually opens in mid to late September for a ten (10) day season.

I. Committee Guidelines

The Fair Committee includes the Chairperson and at least two (2) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. AND/OR Committee business may be accomplished via email, phone, or video chat.

The Committee will work closely with the CWSF representative in scheduling, obtaining tables and chairs needed for the space that is located in the Modern Living Building foyer.

The Committee will determine the theme for decorating and will gather and supply all items needed to setup the area. Items used for setup are located in YVQG storage unit on Castlevale. There are normally items to display from YVQG members, from year's events, from summer challenge, etc.

The Committee will prepare and circulate at YVQG General Membership meetings the scheduling sign-up sheet. Two (2) people are needed to cover each time slot. Shift times are determined in cooperation with the CWSF Building Superintendent.

The Committee will also work with CWSF representative in scheduling fair passes for entrance as well as parking passes. It is normal that three (3) Committee members have full time passes which requires a photo pass. Passes are to be given to members prior to their scheduled shift. If the CWSF has them available, then they should be distributed at the 3rd Wednesday of September meeting.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Fair Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Fair Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Historian and Librarian Committee

The Historian and Librarian Committee is to keep records of YVQG through newspaper articles and photographs and memorabilia.

I. Committee Guidelines

The Historian and Librarian Committee includes the chair and at least (1) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

This committee gathers and assembles pictures and articles into albums for our permanent records, making them available to YVQG members on request or for special events. The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Historian and Librarian Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Lectures and Workshops (Sub Committee of Program)

The Lectures and Workshops Sub Committee: is responsible to schedule and implement a quilt lecture/workshop program two (2) times yearly on a third (3rd) Wednesday in the spring and in the fall. Workshops are typically scheduled the following day and could be either one or two day classes.

I. Committee Guidelines

The Lectures and Workshops Sub Committee includes the Chairperson and two (2) member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Program Committee/Chair.

The Committee will investigate the availability of desired presenters, book as far in advance as necessary, communicate to the Executive Board the presenter names, dates, and costs for approval to proceed. Communication throughout the process with the Treasurer is important.

Suggested procedures for implementation:

A. Select and schedule Lecture and/or Trunk Show and/or Workshop presenter:

1. With Executive Board approval, sign a contract that includes equipment needs, when and how the presenter is to be paid, and other pertinent information the presenter or YVQG requires. Give a copy to the Treasurer.
2. Coordinate lodging and transportation while in Yakima. If the presenter stays with a YVQG member, expenses incurred may be reimbursed to the member. 3. Arrange the workshop venue, and any special equipment needs.
4. Determine the Lecture or Trunk Show fee to be paid from the YVQG Lecture/Workshop budget = Presenter's fee plus, ½ of the lodging, meals, and travel expense.
5. Non YVQG members pay at the door. The fee may be waived for a specific event, prior to advertising, with approval of the Executive Board and Membership. Current fee is \$10, which may be applied towards our Membership fee, if guest wishes to join.
Collect the fee at the door, record the name and amount collected, deliver monies to Treasurer at first opportunity, and get a receipt from the Treasurer to assure monies are credited to the Lecture/Workshops budget line.
6. Submit the Lecture/Trunk Show description, presenter bio, and fee information to the newsletter and website.

B. Workshop

1. Determine the Workshop fee = Workshop fee plus, ½ of the lodging, meals, travel expense, venue rental, and other as necessary.
2. Attendees pay the total fee divided by the number of students (estimate 15).
3. Create a publicity Flyer that includes the presenter bio, the schedule, class fee, and any other Workshop information. Distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, and social media platforms.

4. Present updated status reports at the board and business meetings.
5. Communicate fee needs and due dates to the Treasurer.

C. Registration

1. Prepare and distribute signup sheets at each YVQG General Membership meeting up to four (4) months in advance. Signup open to YVQG members first; if the class is not filled 1 month prior to class, open the signup to non-members.
1. Develop the registration form and distribute to members who have signed up for the Workshop. The attendee is not officially registered until the fee is paid and the registration form returned to the Committee; provide a receipt.
2. Prepare a Workshop Information flyer that includes all necessary details and supply list and distribute to all paid registrants.
3. Send reminders to paid registrants two (2) weeks prior to Workshop.

D. Workshop Information:

1. If Workshop attendance allows, attendees not pre-registered pay at the door. Record the name and amount collected, deliver monies to Treasurer at first opportunity, and get a receipt from the Treasurer to assure monies credited to the Lecture/Workshops budget line.

E. Lecture night and Workshop Day:

1. The Committee Chair will act as hostess/liaison for presenter and will introduce the Lecture presenter.
2. Volunteers are to be recruited to assist when needed.
3. Optional: YVQG members are invited to all pre-event functions.

F. Follow-Up:

1. Send thank you notes.
2. Maintain correspondence file in Committee notebook.
3. Prepare an income/expense report for the event. Present a copy to the Board, and put a copy of the report in the committee notebook.
4. The Sub Committee will review the event for "goods and bads" and will prepare a suggestions list for future events to be given to the Program Committee Chair and the Executive Board.

The Committee may want to submit articles to YVQG' Newsletter Piece Talk, YVQG website, as well as contribute information for community advertising of whatever form is deemed appropriate by the Program Committee Chair, the Executive Board and/or General Membership.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the position of Lectures and Workshops Sub Committee Chair. The Chairperson shall coordinate plans with the Program Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Program Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson will collect and track participant contact information so they may be invited to future Lectures and Workshops. The chair will also collect and keep a record of funds, recording monies received and giving them to the YVQG Treasurer at earliest opportunity.

The Chairperson shall present the Sub Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Lotto Block of the Month (Sub Committee of Program)

The Lotto Block of the Month Sub Committee is designed to encourage YVQG members to make a block each month that will ultimately be part of a quilt made by many members.

1. Committee Guidelines:

The Lotto Block of the Month Sub Committee includes the Chairperson and at least one YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Program Committee/Chair. The Committee will assist the Chairperson in establishing the Sub Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

Block of the Month Guidelines:

The committee is to select a common domain block pattern, obtaining permission for a copyrighted block. The committee is to discuss color choice and background or focus fabric, and communicate those details to the Membership. Background or focus fabric may be provided by the guild, as long as it is within the committee's budget. Finished blocks are brought to the General Membership meeting. Member may enter a name for each block competed and turned in. One name is drawn and the winner takes home the blocks to make the finished quilt.

II. Sub Committee Chair Job Description

Thank you for accepting the Lotto Block of the Month Committee Chair. The Chairperson shall coordinate plans with the Program Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Program Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Sub Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Member of the Year Committee

The **Member of the Year Committee** is responsible for receiving nominations submitted by YVQG members, and choosing from the nominations the Member of the Year. The Member of the Year is chosen on the merits of their contributions to YVQG during their years of membership.

I. Committee Guidelines

The YVQG Member of the Year Committee includes the Chairperson, the last YVQG Member of the Year, an Executive Board member, and two (2) member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary to accomplish the task. Committee business also may be accomplished via email, phone, or video chat.

The Committee will distribute the nomination forms on or before the first (1st) General Membership meeting in October and the nomination forms are due on the first (1st) General Membership meeting in November. Any deserving member who has not received this award in the previous ten years may be nominated.

The Committee will choose the YVQG Member of the Year, keeping it a secret until reveal and presentation at the December Dinner Party. Our Member of the Year is chosen by the Committee, the general membership does not vote. If the Committee declares a tie, then each recipient will receive the same. The ongoing plaque and a personal plaque will need to be engraved.

The Committee will plan and execute a unique, creative, and entertaining reveal and award presentation for the Member of the Year at the December Dinner Party, usually the first (1st) Wednesday in December.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year. Expenses which must be budgeted include plans for the reveal as well as \$150.00, which is to be awarded to the recipient. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the YVQG Member of the Year Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

GUILD MEMBER OF THE YEAR 20__

Nomination form due to _____ by October 31st

Can be mailed to _____

Please nominate a Yakima Valley Quilters Guild Member in good standing and who has given service to the guild.

Name of person you are
nominating _____

Tell us why you are nominating this person. Please give examples of their service to YVQG.

Past winners: Carolyn Dalby, Kathy Winters, Cecelia Hogan, Betty Neumeyer, Kathleen Smith, Nancy Abbenhaus, Carol Rhoades, Carol Judy, Kathy Christian, Michaela Hughes, Connie Mead, Diane Poulin, Sandra Russell, Renee Miles, Barb O'Brien, Deb Funkhouser, Nancy Ramsey, Zella West, Mary Bennett, Beverly Breitenfeldt.

(There are others that should be added to this list honored prior to 2023.)

Membership Committee

The Membership Committee is designed to welcome and enroll new members, and to encourage active and inactive members to participate in the General Membership meetings, activities, and events.

I. Committee Guidelines

The Membership Committee includes the Chairperson and at least three (3) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

Maintain the YVQG membership data base that includes first and last names, phone numbers, email addresses, and mailing addresses. The committee is to add the names of new and/or renewing members, and to delete the names of those who have not paid the yearly dues by the end of February, and thus are no longer members. Continuing to update the data base as information is submitted (put the date on the header or footer each time data base is updated); and distribute an electronic (or hard) copy to every member quarterly or as needed.

Distribute and collect membership forms with the yearly dues November thru January.

The Committee is to meet and greet at workshops and events where the public has been invited to, and to partner with Quilt Show, Newsletter, and Fair committees to encourage new memberships.

Share new member forms with the Newsletter committee.

Conduct a “meet and greet” at each YVQG meeting, especially for visitors as well as current members.

Conduct quarterly “New Member Q&A” meetings prior to the 2nd meeting of the month to familiarize members with guild activities, what things mean and how things work within the guild, to encourage members to be more active.

The Committee is encouraged to contact members who have not renewed YVQG membership to find if the member is healthy and safe, or if there is some problem within YVQG that the Executive Board and the General Membership should be made aware.

The Committee is responsible to provide new members with a membership card, a name tag, and the basic information about YVQG, digitally, whenever possible, or a printed book, if needed. This should include the By Laws, the Welcome to YVQG article, a list of YVQG committees, and how to access a copy of the membership data base. Review this information annually to assure it contains current Policy and Procedure Handbook information.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

Member Payment for Guild Activities and Membership

1. Policy

Annual dues are \$30/year for those less than 75 years of age and \$20/year for members 75 and older.

Dues are for the calendar year--January through December. Dues are payable in January and are considered delinquent at the end of February. Dues for current renewing members are not prorated. Discounted dues may be offered at special events such as the Biannual Quilt Show or the CWS Fair, with prior approval of the Board and the Membership. Dues are considered payment for the current calendar year. There is a YVQG Membership Application form to be completed yearly.

At times there will be opportunities created by the organization for members to participate in Guild activities for a fee. That fee will be priced according to the cost to the Guild for creating that respective activity, plus a small fee to reimburse the organization for overhead costs.

2. Dues Monies Received

Any time money is taken in along with the membership form it should first come to the chair of the membership committee, and then disbursed as laid out here. This includes mail at the post office, events such as the fair, or anyplace that we are handing out membership forms and collecting money. Give a receipt to the member; record the name and amount collected; at first opportunity deliver monies, with the Membership Application form, to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Membership budget line.

Guild members may pay their Membership or Guild activity fees by cash or check. Members shall understand that any personal check returned to the Guild marked “Insufficient Funds” will result in that member being responsible for all resulting fees charged. Further, that member will be required to participate on a “cash only” basis for a year thereafter; a confidential letter will be written to the member directly should this event occur. This letter will become part of the Guild records.

II. Committee Chair Job Description

Thank you for accepting the Membership Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson will extract from the Membership Application data regarding volunteer interest and will share with the respective committee.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Membership Chairperson shall present the Committee’s Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Yakima Valley Quilters' Guild			
Membership Application			
Membership Year: January 1 - December 31 2024			
Dues Rate: \$30.00/year ~ 75 or Older: \$20.00/year			
New/Renewal			
Name			Birthday (Month and Day only)
Street Address			
City		State	Zip
Phone	Email (used only to share important Guild information only)		
Snowbird address:			
Start and End Dates:			
*New Member *Membership Renewal (circle one, please)			
Electronic Newsletter (Y/N) By selecting yes this saves on postage costs, thank you!			
Signature:			Date:
Dues are payable to: YVQG, Please mail this form with payment to			
YVQG, PO Box 2813, Yakima, WA 98907			
or bring to the next meeting.			
The YVQG is a nonprofit organization organized for educational purposes with in the meaning of Section 501(c)(3) of the Internal Revenue Code. Members are encouraged to serve actively on at least one committee each year and participate in the quilt raffle and quilt show. Below, please check any activity in which you are willing to participate.			
As a member, I would like to....			
1. Help in anyway I can. Please let me know what is needed.			
2. Chair or co-chare a YVQG committee. (example: raffle quilt, workshops, retreat, membership)			
3. Chair or co-chair a Quilt Show committee (example: Guild booth, Friendship booths, publicity, vendors)			
4. Work during the quilt show			
5. Sell raffle quilt tickets			
6. Serve as a YVQG officer			
7. Teach a half or full day class (please specify) _____			
8. Give a program at a YVQG meeting (please specify) _____			
9. Make phone calls			
10. Other (please specify) _____			
FOR GUILD USE ONLY			
Date Received	Receipt#	Check#	Received by
Card Delivered		New Member Packet	

Newsletter-Piece Talk (Sub Committee of Publicity)

The Newsletter-Piece Talk Sub Committee is responsible to publish and distribute Piece Talk four (4) times a year to Yakima Valley Quilters' Guild members.

I. Committee Guidelines

The Newsletter-Piece Talk Sub Committee includes the Chairperson/ Newsletter Editor and at least one YVQG member volunteer.

The Committee will meet when asked by the Chairperson/Newsletter Editor and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Publicity Committee/Chair

The Committee will decide the dates to publish Piece Talk, establish deadlines for submission of pictures and articles by YVQG members, and will announce these dates to the General Membership.

The Newsletter is emailed to all members with emails and will be printed on request. Print copies may be distributed at a meeting or mailed, when necessary.

Many quilt shop owners, long arm quilters and sewing machine shop owners advertise in the Newsletter. An ad the size of a business card is \$35.00 per year. This money is collected before the first issue is published. When the fee is received, give a receipt at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Newsletter-Piece Talk budget line. This fee also covers their ad on the Website. All YVQG members are encouraged to support the businesses which support YVQG in this way.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Sub Committee Chair Job Description

Thank you for accepting the Chairperson/Newsletter Editor. The Chairperson shall coordinate plans with the Publicity Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Publicity Committee.

The Chairperson/Newsletter Editor shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson/Newsletter Editor: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson/Newsletter Editor will do all budgeted printing at the location currently offering best services, using the non-profit number or a card. The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG annual/Yearly Budget.

Nominations and Elections Committee

The Nominations and Elections Committee is responsible to present a slate of candidates for President, Vice-President, Secretary and Treasurer, who will serve a one-year term beginning in January, to the General Membership for election at the annual Meeting the first (1st) Wednesday in November.

1. Committee Guidelines

The Vice-President is responsible to assure implementation (By Laws, Article IV, Section 2).

ARTICLE VIII NOMINATIONS AND ELECTIONS

- Section 1: The President shall appoint and Executive Board shall confirm the Chairperson and three YVQG members to the Nomination Committee by the first meeting in September.
- Section 2: The Nomination Committee shall make a presentation of candidates at the first meeting in October.
- Section 3: At the second meeting in October, nominations may be made from the floor as long as permission has been obtained from the person being nominated.
- Section 4: The election shall be held at the Annual meeting in November.
- Section 5: Election shall be by secret ballot, unless the entire slate of nominated officers is unopposed, then the election shall be by voice vote.
- Section 6: The President shall preside over the election; and the President shall ask two members whose names are not on the ballot, to count the ballots. At no time shall the actual number of votes be announced. The ballots shall be destroyed by the President or designee within three days.

Thank you for accepting The Nominations and Elections Committee Chairperson.

The Chairperson shall convene Committee meetings as often as deemed necessary to accomplish the task. Committee meetings may be accomplished via email, phone, or video chat.

The Committee is responsible to implement Article VIII in its entirety; shall report to the Executive Board and General Membership as often as possible with as much information as possible regarding the candidates; and present a slate of candidates to the General Membership for vote; and insure that the nominations and elections are correctly carried out and are honest and safe.

If the current President is being nominated for re-election, the most recent Past-President shall implement Article VIII, Section 6 and preside over the election.

This Committee requires no budget; however, if there are some necessary costs, a variant request can be presented to the Executive Board and General Membership for approval.

Policy and Procedure Review Committee

The **Policy and Procedure Review Committee** will determine if any changes need to be made to any committee guidelines or committee chair job descriptions, will determine if some committees should become subcommittees and vice versa, will review all comments and suggestions made by current committee chairs and/or YVQG members, will make changes if deemed appropriate, and will present a report to the Executive Board for action.

I. Committee Guidelines

The Vice-President is responsible to assure implementation (By Laws, Article IV, Section 2).

The Policy and Procedure Review Committee shall be chaired by the Vice-President; and include at least three (3) YVQG member volunteers.

The Committee members may take any concerns and/or suggestions from any YVQG member throughout the business year, but will not formally act on them until the Committee formally meets.

The Committee shall meet after the first (1st) General Membership meeting in January to review the existing Policy and Procedures, making notes of possible future revisions. The Committee is responsible for keeping an ongoing record of motions that impact the existing Policy and Procedures or the By Laws, to be updated by year's end.

The Committee will meet again in September and shall determine: 1) if any changes need to be made to any committee guidelines or committee chair job descriptions, 2) if some committees should become subcommittees and vice versa,; and will review all comments and suggestions made by current committee chairs and/or YVQG members.

The Committee will present a written report to the current Executive Board by the first (1st) Wednesday in October that will include suggested changes that are deemed appropriate in the current Policy and Procedures and any other suggested action the Committee deems important.

The Executive Board will review the requested changes, then present the report to the General Board for voting, the first (1st) Wednesday in November. After updating any further modifications, the outgoing Vice President will present the report to the newly elected Executive Board for implementation and distribution prior to year's end.

This Committee requires no budget, however, if there are costs incurred for printing or other, a variant request can be presented to the Executive Board and General Membership for approval.

Program Committee

The **Program Committee** is responsible for planning and implementing the program for the third (3rd) Wednesday YVQG meeting in each month January through June and September through November depending on how Thanksgiving falls on the calendar. YVQG program meetings may be scheduled the third (3rd) Wednesday in July and August.

I. Committee Guidelines

The **Program Committee** includes the Chairperson, member volunteer to chair **Lectures and Workshops Sub-Committee**, member volunteer to chair **Lotto Block Sub-Committee** and at least two (2) additional YVQG member volunteers. Many member volunteers will be needed throughout the business year for the success of this Committee and YVQG.

The Program Committee Chairperson needs to be appointed by the newly elected Executive Board as soon as possible after the election the first (1st) Wednesday in November meeting so that planning can begin or continue for a program to be presented at the third (3rd) Wednesday in January meeting.

The Committee Chair, when the entire Committee is appointed, will call a meeting for the purpose of researching possible programs for the business year, scheduling to include the Sub-Committees, and to begin the implementation process. The Chairperson will call a meeting as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. This Committee requires coordination and cooperation by all Committee members.

The Committee, in cooperation with the Executive Board, is responsible for all the details required for the implementation of the programs for the business year.

The Committee will verbally communicate information to the YVQG General Membership at each meeting and will develop and distribute the marketing /publicity/informational flyers when appropriate to YVQG members through email, Newsletter, Website, and social media platforms. This committee will also call on the assistance of the Publicity Committee when outreach is appropriate.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. The Proposed Budget will include all general programs as well as the budget of each Sub-Committee. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Program Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Program Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson shall be prepared: 1) to give a Committee report, and/or 2) make a request to be added to the agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson will give to YVQG Treasurer, at the earliest opportunity, any monies collected for programs.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Publicity Committee

The Publicity Committee is responsible for ensuring our community knows that Yakima Valley Quilt Guild exists, who we are, and what we are doing.

I. Committee Guidelines

The publicity committee will consist of the Chairperson as print and video media Coordinator, the Facebook/Social Media Sub Committee Administrator/Chair, the Newsletter Sub Committee Editor/Chair, and the Website Sub Committee Administrator/Chair. One person may assume multiple duties. The Publicity Committee includes the Chairperson, the sub committee chairs, and one or more YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. AND/OR Committee business may be accomplished via email, phone, or video chat.

This committee is to oversee any articles to be published for community interest, assisting one another as needed to ensure:

1. That print and video media is created for special event advertising for events such as our Biannual Treasurer Trunk (Yard) Sale and any other event requested by the membership.
2. The Facebook administrator is overseeing both Facebook pages, removing inappropriate posts or restricting access as needed, and ensuring that our Facebook pages reflect that we are an active community of quilters.
3. The Newsletter editor is securing timely information from other chairs and the membership in order to print an interesting and informative newsletter quarterly.
4. The webmaster is keeping our web page current, with the assistance of the various YVQG chairs who have information to share with our members or the public.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Publicity Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget

YAKIMA VALLEY QUILTERS' GUILD Committee Chair Job Descriptions

Revised 8/17/23

Show Chairperson - Organize the show, determine necessary committees, assign people to the committees, oversee the committee chairpersons and manage the funds. Work on the proposed budget comparing cost from the previous show. Present this to the YVQG board January of prior year to the show. Conduct meeting and sub meetings as needed. Meet with convention center as needed. Sign contracts as needed.

Show Co-Chair - Assist Show Chair as needed, learn for chairing next show, arrange for banner hanging over 1st Street and Yakima Ave. Call Eagle Sign Company 6 months prior to reserve the space to hang the banner on 1st and Yakima Ave. Arrange to have them hang the sign the Monday prior to the show and remove the banner the following Monday. Return the banner to the storage shed. Oversee compilation and printing of show program. Distribute yard signs to members at the 1st meeting in May, sign them out and have members return them in June. The signs are in the storage unit. Sign contracts as needed.

Admission, Tickets – Order 1000 wristbands for attendees. Check inventory before ordering. Order January of Show year. Color does not matter. Manage the admission table during the show. You will also be provided a Square for credit and debit cards. Coordinate with the hostess chairman for staff for the admissions table and raffle table. Plan for at least four to six from 10 to 12 the first day and the second day. Two can handle the admissions after lunch. Raffle ticket sales are usually just one person. Cash boxes need to be turned in at shift change and the chairman needs to assist with that. The boxes are counted in with the treasurer and each shift starts with a new box. 2 cash boxes with two back up cash boxes each with \$200 in various denominations.

Demos – The vendor chair will contact vendors to see who would like to do demos. The vendor chair will then pass their contact information onto you. Check with vendors on demos prior to the quilt show. Create a time line for demos and pass this information onto the quilt show chair and co- chair so they can add that to the program. Assist vendors with their needs. Guild members can also do demos.

Featured Quilt Artist/s – Find a guild member quilt artist to be featured during the show. Prepare sign and arrange for display space. Select a local quilt artist if needed.

Flowers –combo Guild Committee and Quilt Show Committee: The contact person for the flowers is Samantha Graf at East Valley High School. Her phone number is listed below.

When it is an off year (2023) contact her around February. Tell her the guild wants to advertise the plant sale for her. Get the sale information so guild members can go out and buy flowers on the off year. Provide the information to the newsletter chair and the website chair.

Early September (2023) before the Quilt Show contact Samantha to let her know that the guild will be purchasing baskets for the Quilt Show (2024). This allows her to order supplies. Also get the expected price of the baskets. The order has been 25 mixed baskets. No personal orders. During the winter months have guild members pre-purchase the 25 baskets (actual cost only). You and your helpers will need to pick them up and deliver them on Quilt Show Set Up day, May 16, 2024. We hang or place them around the quilt display floor. At the end of the show, everyone that ordered a basket will pick it up and take it home.

(509) 573-7444

https://eastvalleyhigh.evsd90.org/apps/email/index.jsp?uREC_ID=1665365

Friendship Groups –January of the quilt show year, send information out to friendship groups before the show. Let the quilt show set up chair know how many booths you need. (No more than 6 and only one booth per group). On set up day place their box of quilts in the designated booth area. Return the boxes to the pick-up area when the show is over. Set up starts at 1 pm.

Guild Display – Seek out items for guild display beginning January prior to the show. Items can include lotto block finished quilts, comfort quilts, program night projects, workshop class projects. Nearly all these items need to be registered, brought and picked up by the person entering them. The registration form has a separate line for the guild display/project table. Thursday prior to the show set up the display about guild activities such as comfort quilts, Chemo Scarves, ice bags and workshop projects. Have guild information to distribute to new members including membership forms. You will have a money box with \$100 cash at the start of each day. If someone cannot pay the membership with cash or check send them to the boutique. The boutique can run their card. You will have one to two tables as needed

Hostess – Staff the show for committees needing staff, the show floor exit doors, and vendor breaks (if requested). Begin around March of the show year and have a complete list by early May of the show year. Individual charts for staffing and a master chair are available through the quilt show chair.

Music - Select and play music for the show.

Publicity/Broadcast Media - Manages all the announcements to the various media.

Publicity/Print - Poster and postcard production and distribution. Print postcards prior to Spring in the year prior to the quilt show. Have members take them with them when they visit quilt shows. Start distributing them to quilt shops and local stores after May of the prior year. Members can help with this.

Quilt Check in and Pick Up – Work with registration and set up chair prior to the show. Prepare envelopes prior to check in day. Set up to receive registered quilts the Wednesday prior to the show. Sort and prepare for quilt hangers. Set up for the return of quilts at 4 pm Saturday of the show.

Quilt setup/Take down –Organizes and supervises the quilt hanging and taking down of the show. Decide on the layout. Let your helpers know what time you want them to start set up Thursday prior to the show and tear down Saturday of the show.

Quilt Show Polo Shirt & Aprons - pick out polo/t-shirt color(s). Place order, collect money, distribute.

Quilters' Boutique (GUILD POSITION) – Begin asking for donations in September of the prior year. Obtain items to sell. Have a deadline for donated items. Work with your team to sort and price prior to the show. Set up the boutique Thursday before the show. Staff your boutique. Run the cash register. You will also be provided a Square for credit and debit cards. Your till will have \$200 at the start of each day. Supplies will be reimbursed through the guild budget rather than the quilt show budget.

Quilt Registration – The year prior to the show check with the quilt show chair to see if there will be updates and changes to the registration forms and letters that are sent out or posted. Review the updated information with the quilt show chair prior to sending it to the webmaster. Send necessary information for registration to the webmaster for posting. Send this information to all guild members and also the invitation list by email. Quilt registration form made, printed, distributed on request. Prepares printed forms that are attached to quilts during show, for the quilt show take in chair a week prior to the take in date. Registration begins in the show year February 12th and ends April 18th, 2024.

Vendor Coordinator – January of the prior year and several more times. Advertises show to potential vendors; sends out, received/accepts application with deposits from vendors. Send vendor information to the webmaster for posting. Prepares vendor area. Liaison between show and vendors.

Quilt Show Challenge – Decide on a theme for the challenge. Write up a description with sample and distribute through email and the website. Open to all. Announce the challenge the year prior to the show. Hang the challenge quilts in the designated area.

Quilting 101 – Set up an area in the lobby. Include information about Quilting 101. One table provided.

Ribbons – Hand make the ribbons. 1st, 2nd 3rd place viewer's choice small quilts. 1st, 2nd 3rd place viewer's choice large quilts. 1st 2nd 3rd place guild challenge.

Quilter's University Committee

The Quilter's University Committee is designed to help anyone learn to quilt or to improve their quilting skills. Using the book, Quilter's Academy, Volume 1, participants will learn to follow a pattern, cut using rulers and rotary cutter, piece with seam allowance accuracy, press for success, and layer, quilt and bind.

I. Committee Guidelines

The Quilter's University Committee includes the Chairperson and at least three (3) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

The Committee is responsible: 1) to arrange classes to be held two (2) Saturdays at a public location such as Joann's Fabric Store, 3702 Tieton Drive and 2) to arrange for two (2) to three (3) YVQG member volunteers to help teach the classes.

The Committee will contact potential students that may have signed up at an event or through the Website; and will create a publicity action plan including a Flyer; will distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, and social media platforms to encourage others interested in the class to sign up and participate.

There is a fee for the class - amount to be determined prior to class with board approval - and requires the reference book, Quilter's University, Volume I, which can be purchased at The Quilters Cafe, 4001 Summitview Ave. Ste 21—Westpark Shopping Center.

When the fee is received, give a receipt to the student; record the name and amount collected; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Quilter's University budget line.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Quilter's University Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson will collect and track participant contact information and funds. Record monies received and give to YVQG Treasurer at earliest opportunity.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Raffle Quilt Crafters Committee

Bi-Annual Gift for 'Ohana

The Raffle Quilt Crafters Committee is responsible to plan, craft with care and skill, name the quilt, and complete the quilt to be raffled with the proceeds designated for Breast Health Services at 'Ohana. In addition, this project provides an opportunity for YVQG members to develop relationships as members work together to craft the quilt.

I. Committee Guidelines

The Raffle Quilt Crafters Committee includes the Chairperson and at least two (2) YVQG member volunteers who meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

Beginning the **fall** after our quilt show, the Committee will search and choose three (3) quilt patterns that would be suitable for the project. The quilt patterns should be ones that makes you look twice, with attractive colors and be one that all members can work on if they desire to do so. The quilt is usually queen size, but may vary.

The Chairperson will bring copies of the three (3) patterns illustrating designs and colors to the first General Membership meeting in **January**. YVQG members present may make suggestions at that time and will vote and their favorite—majority wins the choice. Due to copyright law, if the chosen pattern is not modified, it is necessary to check with the pattern's author to make sure you can use their pattern for a raffle quilt.

Monies budgeted for this Committee cover the pattern, fabric, batting, backing, quilting, and printing of the raffle tickets (5000 tickets). Members may be invited to donate fabric for the quilt. Whenever possible, purchase fabric and supplies from local quilt shops.

The committee, in mid-January after the pattern selection, will meet to proceed with plans for the construction of the quilt. The Committee will select and purchase the fabric and all necessary supplies for the crafting of the quilt, staying within the Budget.

Determine, schedule, and organize the crafting of the quilt top. The plan to be executed includes: 1) a venue of sufficient size to accommodate member volunteers, tables and other necessary tools and equipment, 2) the dates and time scheduled for actual construction of the top, 3) where, how the best parts may be distributed to YVQG members to work on at home, and 4) any other organizational details. The quilt top should be ready for display in late spring.

Solicitation of bids for quilting may begin as soon as the quilt top can be displayed. Bids from YVQG members are encouraged. It is expected that the bids include custom quilting ideas and pricing that includes the chosen thread. The Committee will seek input from YVQG members and choose the long arm quilter. The quilt is now ready for the binding and label.

The quilt should be ready for display in late spring and tickets go on sale at that time. By early June, The Committee will present the completed quilt to the Raffle Quilt Marketing Committee

Chairperson who will be in charge of the quilt from the time of completion until it is presented to the raffle winner at the Quilt Show.

The name of the quilt may be determined any time after pattern selection and could be the pattern name or modified as YVQG members in attendance choose.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Raffle Quilt Crafters Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

*****Crafters---persons with skill in planning and making something (a quilt) in a skillful way using your hands.***

Raffle Quilt Marketing Committee

Bi-Annual Gift for 'Ohana

The Raffle Quilt Marketing Committee is the custodian of our Raffle Quilt, upon completion by the Raffle Quilt Crafter's committee until it is presented to the raffle winner at or after the Quilt Show. This committee is to arrange for the sale of raffle tickets, while maintaining detailed records for ticket sales.

I. Committee Guidelines

The Raffle Quilt Marketers Committee includes the Chairperson and at least three (3) YVQG member volunteers who will meet to begin arrangements for marketing about a year in advance of the Quilt Show. Many additional member volunteers will be needed for this project's success.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

The Committee Chair or appointed committee Member will receive the completed named raffle quilt by early June and will provide safe storage of the quilt when not on display until it is raffled at the quilt show. The Raffle Quilt Drawing is held at 3:00pm on the last day of the YVQG's Quilt Show.

The Committee will work with the Raffle Quilt Crafter Chair, to research printing sources and choose the vendor on basis of quality, cost, and printing time. Order 5000 tickets, stapled into booklets of 10. Information to be included on the tickets can be found in the Raffle quilt Marketing notebook, to be found in the file cabinet in the guild's storage unit.

Selling Tickets:

The Committee is responsible to make a spreadsheet to enable accurate tracking of the 500 booklets of ten (10) each. These records are necessary to comply with the laws concerning non-profit organization fund-raising. These records, including all ticket stubs and receipts, must be retained for three (3) years in a file in YVQG storage unit.

The Committee will locate the display stand (usually stored in the YVQG storage unit), obtain the money box, locate the folding table and two chairs in YVQG storage unit and gather all other necessary supplies and equipment for the marketing display at the marketing location.

The Committee will search for locations to sell tickets: call local stores to set up times and dates for ticket sales. (All 3 Wray's Markets, Red Apple in Selah have been used.) When working with these locations, arrange for the display to be indoors. Winter Bazaars, the Home Show in the Sun Dome, Harmon Senior Center Bazaar, etc. are other possible locations. When not being marketed, the Raffle Quilt will be on display at 'Ohana as much as possible or displayed in a YVQG member's shop.

The funds raised through the sale of tickets for our Raffle Quilt benefit 'Ohana to assist funding Breast Health Services. Sharing this fact with prospective ticket purchasers promotes sales.

The Committee will create a signup sheet for shifts to sell tickets to circulate at YVQG General Membership meetings. Plan to have members always work in pairs.

The Committee will assure the Raffle Quilt, display stand, money box with \$40 in change, the folding table and two chairs, and any YVQG display items are ready to set up for sales at scheduled locations. At the end of each sale day, assure the Raffle Quilt, ticket stubs, and other items are delivered for safe- keeping to the Raffle Quilt Marketing Chair (or their representative) until the next sale.

Monies collected should be given to the Treasurer as soon as the sale day is completed. Retain a receipt for monies of each sale day with your records.

Check that all ticket stubs have at least a name and telephone number, including area code. Record ticket stubs and monies collected on the spreadsheets. After the ticket stubs are recorded, remove the staples and store in a safe place until the drawing at the Quilt Show.

After the Quilt Show and the Raffle Quilt is delivered to the winner, the Committee will make sure all equipment and supplies are put away and returned to storage.

The Committee will assist the Chairperson in establishing the Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

Each YVQG member is encouraged to sell at least one \$10 booklet of tickets. The member will pay for the tickets upon receiving them to simplify record-keeping. The member may re-sell the tickets or put their own names on the stubs.

II. Committee Chair Job Description

Thank you for accepting the Raffle Quilt Marketing Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Retreat Committee

The Retreat Committee is responsible to plan and complete two (2) YVQG Retreats yearly. Retreats are an opportunity for YVQG members to meet as a group for several days of sewing, learning, and socializing through sharing meals and quilting activities. Retreat time is generally spent working on individual projects, talking, sleeping, eating, and exploring outside. All participants need to bring lots of projects, sewing supplies, personal items, snacks, and the necessary items for preparing their assigned meal. The Retreat is open to all YVQG members on a first come first serve basis with a maximum of 18.

I. Committee Guidelines

The Retreat Committee includes the Chairperson and at least two (2) YVQG member volunteers. The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

The Committee is responsible for securing the location and setting a date for the retreats, generally at least one year in advance. Most recently our YVQG retreats have been at Camp Dudley on Clear Lake. The preferred dates are Wednesday morning through Sunday afternoon, beginning the 2nd Wednesdays of March and October. Dates and locations may change, subject to venue availability.

The Committee sets the **cost** and collects the money from retreat participants. The cost is based on the rental fee for the lodge or facility and any additional retreat related costs. Meals, snacks and beverages are provided by the participants with each sharing the cost of one meal. When the fee is received, offer a receipt to the participant; record the name and amount collected; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Retreat budget line.

The Committee will circulate the sign-up sheet for attendance and meals. Breakfast and dinner meals are prepared for the group by 2-3 participants working together. The cooks clean up after their meal and everyone cleans before leaving the lodge or venue. Friends of YVQG may be welcomed to the Retreat, beginning two weeks prior, subject to space available.

Prior to the retreat, the previous Lotto Block winner is to write up a list of materials needed for the project. The Committee will distribute the list of materials needed to those who wish to participate.

At the conclusion of the retreat, attendees meet to discuss successes or changes. A volunteer is appointed to bring table decorations to the next retreat. The new Lotto Block winner is asked to bring a Block to the next retreat.

This Committee is budget neutral (I/O). Payments by Retreat participants cover all costs. No YVQG monies are used for Retreats, however the Treasurer does keep a record of income/expense.

II. Committee Chair Job Description

Thank you for accepting the Retreat Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary. The chair will keep a separate wait list of interested non members. Two weeks prior to the retreat, if there is space available, names may be moved from the wait list to the official sign up sheet.

The Chair is in charge of reminding those who have volunteered to be in charge of the Lotto block and table decorations.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

Secret Sister Committee

The **Secret Sister Committee** is responsible, during the YVQG Business Year, for sharing with YVQG members different methods of Secret Sister gifting, for implementing the method chosen, and for assisting YVQG members wishing to participate.

I. Committee Guidelines

The Secret Sister Committee includes the Chairperson and at least two (2) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat.

The Committee will investigate different methods of conducting Secret Sister gifting and share with the General Membership, who will then choose by vote the one to be implemented. There could be more than one method presented during the Business Year and a new theme and rule could be implemented after a General Membership vote.

The Committee will create the necessary tools to implement the chosen method with themes and rules. **Locate the current questionnaire being used to attach to this.**

Methods may include changing up participants quarterly to allow the inclusion of new YVQG members, using quilt blocks or fat quarters as gifts, gifting with a theme or color in mind, or ideas in keeping with the wishes of the participants.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II Committee Chair Job Description

Thank you for accepting the Secret Sister Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Sew Along Committee (Sub Committee of Events)

Sew Along Committee Purpose: To schedule, plan and implement a project for YVQG members to create variations of the same quilt over a pre designated period of weeks or months.

1. Committee Guidelines

The Sew Along Sub Committee includes the Chairperson and at least one YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Event Committee/Chair.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

Sew A Long Guidelines:

The Committee will present pattern or project ideas, cost, and any other pertinent information to the Executive Board for approval.

The Committee will determine which time frame would work best on the calendar for YVQG members and will research any necessary copyright permissions of pattern(s) used.

The Committee will create a document that includes the Sew Along time line, rules or guidelines, and any other information deemed necessary, and will distribute document to YVQG members at General Membership meetings, through email, YVQG Website, and social media platforms.

The Committee will circulate at YVQG General Membership meeting the sign-up sheet for participation; and will provide participants with a list of supplies that may be needed.

II. Sub Committee Chair Job Description

Thank you for accepting the Sew Along Committee Chair. The Chairperson shall coordinate plans with the Events Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Events Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Sew Days (Sub Committee of Events)

Sew Days Purpose: To schedule, plan and implement Sew Days for YVQG members to sew together for the day, at the same location. Sew days can be for many reasons, some of which are sewing for the raffle quilt, or on personal or charity projects or special guild projects, to name a few.

Sew days aren't held routinely, however, when we do have them, all members are invited to attend. A potluck is generally held at noon. July and August meeting nights are traditionally a Sew Night with a potluck. Members contribute items for a meal, and the Guild provides plates and utensils.

1. Committee Guidelines

The Sew Days Sub Committee includes the Chairperson and at least two (2) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Event Committee/Chair

The Committee will determine which days would work best on the calendar for YVQG members. They will research possible locations that would be free or within YVQG budget and that would be appropriate, accessible, and available for Sew Days during the current business year.

The Committee will present findings including location(s), dates, length of day, cost, and any other pertinent information to the Executive Board for selection.

The Committee, when date and location are selected, will create a publicity Flyer that includes the date, location and any other information deemed necessary, and will distribute the publicity Flyer to YVQG members at General Membership meetings, through email, YVQG Website, posting of Flyers, and social media platforms.

The Committee will circulate at YVQG General Membership meeting the sign-up sheet for attendance; and will provide attendees with a list of materials and supplies that may be needed. Friends of YVQG may be welcomed to the Sew Day, subject to space available.

II. Sub Committee Chair Job Description

Thank you for accepting the Sew Days Committee Chair. The Chairperson shall coordinate plans with the Events Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Events Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Sew Days Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Show and Tell Committee

The Show and Tell Committee is responsible for helping YVQG members and any guests display their Quilt Art to the audience at General Membership Meetings.

I. Committee Chair Job Description and Guidelines

The Show and Tell Committee requires only a Chairperson.

At least two (2) volunteer members in attendance at General Membership meetings will be necessary to assist the Chairperson.

Thank you for accepting the Show and Tell Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson is responsible to have the drop cloth (so as to keep the quilts off the floor and clean) available and to have a microphone available.

The Chairperson, when the YVQG President requests, will ask for volunteer helpers, will ask the members to line up, will lay the drop cloth on the floor, and make sure the microphone is on.

It is important for the General Membership to be able to hear as the 'artist' tells name and describes their Quilt Art as the volunteers hold the item(s) up for viewing.

The Chairperson is responsible to get the signup sheet to YVQG Secretary and to put away the drop cloth.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

This Committee requires no budget; however, if there are some necessary costs, a variant request can be presented to the Executive Board and General Membership for approval.

Summer Challenge (Sub Committee of Events)

The Summer Challenge Committee is intended to educate, entertain, and challenge Yakima Valley Quilt Guild members during the busy but different summer months by encouraging members to try something new, something portable, or something skill building that is suitable for summer's lifestyle.

I. Committee Guidelines

The Summer Challenge Sub Committee includes the Chairperson and at least two (2) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. AND/OR Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Event Committee/Chair. The Committee will contemplate possible projects sufficiently in advance so it can be presented at the 2nd meeting in May. The Committee will provide written instructions or guidelines, as needed, including setting a reveal date early in the fall.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Sub Committee Chair Job Description

Thank you for accepting the Summer Challenge Chair. The Chairperson shall coordinate plans with the Events Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Events Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Sunshine Committee

The Sunshine Committee is responsible for gathering information about: 1) YVQG members who may be ill, hospitalized, have suffered a death in their immediate family, or who may have similar circumstances calling for Guild support; **OR** 2) honoring of YVQG members on a special wedding anniversary, a special birthday year, the birth of a child or grandchild, or other special celebratory occasions.

I. Committee Guidelines

The Sunshine Committee is asked to express support and remembrance on behalf of YVQG in the form of cards, flowers, and other appropriate methods. From time to time, the Committee may be asked to circulate cards at a General Membership meeting for member signatures before mailing.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. AND/OR Committee business may be accomplished via email, phone, or video chat.

The Committee is responsible for gathering information about members from other members, from the Website if posted by a member, from the newspaper, social media or other. YVQG members will need to be encouraged to inform this Committee when “sunshine” is necessary.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment. Any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Sunshine Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee’s Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Treasure Trunk/Yard Sale Committee

The Treasure Trunk/Yard Sale Committee is designed to be a fundraiser for YVQG held in the years that there is no quilt show.

I. Committee Guidelines

The Treasure Trunk/Yard Sale Committee includes the Chairperson and at least four (4) YVQG member volunteers. Many member volunteers will be needed for this project’s success.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Year. Committee business may be accomplished via email, phone, or video chat.

The Committee will encourage YVQG members to start saving their unwanted cotton quilting fabrics, tools, patterns and so forth. Donated items that may not sell can be given to YVQG members or to an organization that has use for the items.

The Committee will provide YVQG members with a price list, and YVQG members will price their items before bringing them for sale.

The Committee will set the DATE, and secure a location venue with enough space to accommodate sale items, shoppers, and sales people (YVQG members). The location must also have adequate parking.

The Committee will develop and distribute a publicity flyer to YVQG members, as well as coordinate advertising with the Publicity Chair, reaching out to the larger community through email, YVQG Website, posting of Flyers, and social media.

The Committee will create and circulate a signup sheet for sale set up along with the sale day. The sign up sheet should include shift schedules, name and phone number of member. Encourage members to sign-up for all necessary duties related to the sale.

The Committee will arrange for tables and chairs, cash box, any necessary display fixtures, and will be responsible for setting up the venue for the sale day.

Sale Day Monies: As the items are sold, record the amount collected. At first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the Treasure Trunk /Yard Sale budget line.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require Executive Board approval. Compliance with the budgeted amounts is critical for YVQG success.

II. Committee Chair Job Description

Thank you for accepting the Quilter’s University Committee Chair. The Chairperson shall report to the Executive Board, and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee’s Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.

Website (Sub Committee of Publicity)

The Website Committee is responsible for creating, maintaining, and modifying content of the YVQG website to keep it up to date.

I. Committee Guidelines

The Website Sub Committee includes the Chairperson and at least one (1) YVQG member volunteers.

The Committee will meet when asked by the Chairperson and as often as deemed necessary during the Business Year. Committee business may be accomplished via email, phone, or video chat. Scheduling and budget are to be coordinated with the Publicity Committee/Chair. The Committee will ensure the website includes information about current events, photos of guest speakers and their quilts, upcoming workshops, and any other YVQG events.

The Website sub committee will work closely with the Chairpersons of other YVQG Committees to promote new and ongoing projects and activities.

The Committee will ensure that charity information and events of interest to YVQG members, both in and out of the area, as well as all forms and contact information for YVQG leadership and other key individuals are kept current.

Advertising purchased by shops and other businesses will be kept current. All advertising is purchased for both Newsletter and Website. Advertising funds are collected by the Newsletter chair and are credited to that budget line.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget. All expenditures require an invoice to be presented to the Executive Board for payment; and any budget variations require the approval of the Executive Board. Compliance with the budgeted amounts is critical for YVQG success.

II. Sub Committee Chair Job Description

Thank you for accepting the Website Committee Chair. The Chairperson shall coordinate plans with the Publicity Committee and report to the Executive Board. The Sub Committee Chair is a voting member of the Board and is expected to attend General Board meetings held at 5:30 pm at the Harman Center on the first Wednesday of every month except July and August and December, as well as serve as a member of the Publicity Committee.

The Chairperson shall convene Committee meetings as often as deemed necessary in face to face meetings or business may be accomplished via email, phone, or video chat.

The Chairperson: 1) shall be prepared, if requested, to give a Committee report, and/or 2) shall make a request to be added to the meeting agenda at any monthly Executive Board, General Board and General Membership meeting.

The Chairperson shall present the Committee's Proposed Budget for the upcoming business year to the Executive Board at the first Wednesday in November General Membership meeting for inclusion in the YVQG Annual/Yearly Budget.