Redwood Empire Quilters Guild
Job Description
Rev. 08/2010

Job Title	Block of the Month
Voting Board Member	No
Key Responsibilities	Conduct, and encourage participation in, the monthly block of the month program.
Tasks Prior to Guild Meeting	• Prior to the beginning of the guild year, select the quilt or blocks to be made for that year. Block of the month instruction kits are available for purchase on line. • Complete quilt sample prior to beginning of the guild year as this shows the end goal and encourages participation. • Each month submit the pattern and/or instructions to the newsletter for publication. • Make extra copies of the pattern for hand out at the meeting. • Select back up to handle Block of the Month if you cannot attend a guild meeting.
Tasks During Guild Meeting	• Arrive at meeting 15 minutes prior to social hour to set up. • Get supplies from storage at Redwood Acres which can include baskets, tickets, pens, etc. • Set up table with supplies and sign indicating Block of the Month table. • Set up completed quilt using quilt stand. • Have tickets and pens for participants to write their names on for the drawing. Have a container to hold the tickets. • Encourage participation for next month by indicating the next block to be made. • Based on the number of blocks received, determine the number of winners. • At appropriate time during meeting, go up to the front and introduce self and how many blocks were received. • Have President or someone else draw the winning ticket or tickets. • Present blocks to winners. • Announce block for next month and thank everyone for their participation.

	• Clean up table and return supplies to storage area.
Newsletter Articles	Each month there should be an article and/or pattern regarding the block for that next month.
Preparation for Board Meeting	• Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	None
Financial Impact – Expense	Minor expenses. Examples: • Tickets • Office supplies If purchase Block of the Month program, needs board approval before purchase.
Interfaces with which Other Board Members	None
Interfaces with Outside people/companies	None