

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Doll Quilts
Voting Board Member	No
Key Responsibilities	Coordinates the making and distribution of quilts for children during the winter holidays. The quilts are donated to local charities for their distribution with a doll or soft toy. Quilts should be 18 to 28 inches square.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> • Maintain records of where quilts are donated and how many are donated • Work with various agencies to determine needs • Deliver donated quilts to agency (see other information at end for details). • Coordinate sewing days at local quilt shops or other special events to work on doll quilts.
Tasks During Guild Meeting	<ul style="list-style-type: none"> • Arrive at meeting prior to social hour to set up. • Set up table with supplies and sign indicating Doll Quilts table. • Encourage members to participate by making announcement during meetings. • Receive completed doll quilts.
Newsletter Articles	<ul style="list-style-type: none"> • Submit periodic articles about quilts submitted and/or needed for the doll quilt project.
Preparation for Board Meeting	<ul style="list-style-type: none"> • 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	None
Interfaces with which Other Board Members	May coordinate with Community Quilts committees by the sharing of fabric, supplies, and quilts that may be more appropriate for one of these

	committees than the others.
Interfaces with Outside people/companies	<ul style="list-style-type: none">• Salvation Army• Northcoast Children's Services• Other local charities dealing with children