

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Opportunity Quilt
Voting Board Member	Yes
Key Responsibilities	<p>Responsible for creating a bed size quilt (queen or larger) to be used to sell raffle tickets. Quilt is raffled at the quilt show in odd numbered years.</p> <ul style="list-style-type: none"> <li>• Choose quilt design and color scheme.</li> <li>• Determine difficulty of pattern.</li> <li>• Make a sample block.</li> <li>• To assure continuity, consider pre-cut and/or pre assembly kits for a finished block for distribution to volunteers to help in quilt assembly.</li> <li>• The quilt must be completely finished by the summer before the show year. It may be necessary to get volunteers as instructors for the workshops if pattern is difficult or uses unusual techniques.</li> <li>• Need volunteers to quilt and bind the quilt.</li> <li>• Furnish information to the member who will make the label for the quilt and ensure that it gets attached to the back.</li> <li>• Make a matching tote bag for transporting and storage of the quilt using any leftover fabric.</li> </ul>
Tasks Prior to Guild Meeting	Make requests for volunteers to work on the quilt.
Tasks During Guild Meeting	<ul style="list-style-type: none"> <li>• Show membership the design that was chosen at an early fall meeting in the year immediately following the quilt show (almost two years before the quilt will be raffled).</li> <li>• Ask members to donate quilt shop quality fabric for the quilt mentioning colors required. Set up a table or collection area to receive the fabric.</li> </ul>
Newsletter Articles	Keep the membership informed of workshop dates, and progress of quilt construction.
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Present the design to the board for approval at the September board meeting in the year immediately following the quilt show (almost</li> </ul>

	<p>two years before the quilt will be raffled).</p> <ul style="list-style-type: none"> <li>• Board must be informed of the progress of the quilt.</li> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• 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.</li> </ul>
Financial Impact – Income	<ul style="list-style-type: none"> <li>• A major fundraiser for the Guild. All effort must be made to make a quality quilt.</li> <li>• Once the quilt is finished it is turned over to the raffle committee to sell tickets.</li> </ul>
Financial Impact – Expense	<ul style="list-style-type: none"> <li>• Purchasing template material, backing fabric and batting.</li> <li>• Might have to pay to quilt the quilted.</li> </ul>
Interfaces with which Other Board Members	<ul style="list-style-type: none"> <li>• Works with publicity to showcase quilt when tickets are ready to be sold.</li> <li>• Turns quilt over to the Raffle committee to sell tickets.</li> <li>• Puts articles in the newsletter to ask for volunteers and to keep the members informed as to the progress of the quilt.</li> </ul>
Interfaces with Outside people/companies	Sets up workshops with the local quilt shops to work on the quilt.