

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Preemie Quilts
Voting Board Member	No
Key Responsibilities	Coordinates the making and distribution of quilts for premature infants either born in Humboldt County or whose parents are residents in Humboldt County.
Tasks Prior to Guild Meeting	<p>Most of this job is done outside of guild meetings and includes the following:</p> <ul style="list-style-type: none"> • Processing fabric donations • Preparing kits for members to take home and finish <ul style="list-style-type: none"> ○ Select pattern ○ Select fabric ○ Iron fabric ○ Cut fabric • Preparing backing and fabric for backing • Arrange for quilting • Prepare fabric for binding • Arrange for binding • Attach REQG label to back of quilt • Maintain records of quilts <ul style="list-style-type: none"> ○ Track kits and where they are in the process ○ Take photos of each quilt for our records ○ Record where quilts are donated • Work with various agencies to determine needs • Deliver donated quilts to agency (see other information at end for details). Deliver to locations bundles of 20 – 25 quilts two or three times per year. A letter describing the donation should accompany each bundle. Out of area donations are mailed. • Store fabric, batting, quilts, and other supplies • Coordinate sewing days at local quilt shops to work on community quilts.
Tasks During Guild	<ul style="list-style-type: none"> • Arrive at meeting prior to social hour to set

Meeting	<ul style="list-style-type: none"> up. • Set up table with supplies and sign indicating Premie Quilts table. • Have quilt kits ready to be made into quilt tops. • Pass out kits to interested members to make quilt tops • Receive completed preemie quilts.
Newsletter Articles	<ul style="list-style-type: none"> • Submit periodic articles about quilts submitted and/or needed for the preemie 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	<ul style="list-style-type: none"> • Postage for out of area donations
Interfaces with which Other Board Members	May coordinate with Community Quilts and Doll 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"> • Hospitals (see other information for additional details.
Other Information	<p>Birth Center Mad River Community Hospital 3800 Janes Road Arcata, CA 95521 (707) 826-8263</p> <p>St. Joseph Hospital 2700 Dolbeer Street Eureka, Ca 95501 (707) 445-8121</p> <p>Redwood Memorial Hospital 3300 Renner Drive Fortuna, CA (707) 7253361</p>

	<p>Birth Center / Intensive Care Nursery University of San Francisco Medical Center 505 Parnassus Ave. San Francisco, CA 94143 (415) 476-9000 or (415) 353-1565 Note: Quilts donated here are NOT dedicated to residents of Humboldt County</p>
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