

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Raffle Table
Voting Board Member	No
Key Responsibilities	Responsible for the setup and cleaning of the guild's raffle table where members donate items for raffle. This position works well with two members doing the job so that one person is not "glued" to the table during meetings.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> • Obtain and/or purchase (within budget) any special items to add interest to the table. • Obtain and/or purchase (within budget) any packaging items used to group things together. • At least one week prior to guild meeting tell President if you need any special table setup otherwise President will submit standard setup to Redwood Acres. • Have a small starting bank of cash in order to make change for members buying tickets. • Have envelope and deposit form ready to submit deposit to Treasurer at the end of the meeting.
Tasks During Guild Meeting	<ul style="list-style-type: none"> • Arrive at meeting 15 minutes prior to social hour to set up. • Get supplies from storage at Redwood Acres which can include tickets, pens, basket for tickets, and items not selected from prior months. • Set up table with supplies and sign indicating Raffle table. • Have tickets and pens for participants to write their names on for the drawing. Have a container to hold the tickets. • Accept donations from members and arrange on table. • Sell tickets for \$1.00 each before the meeting and during the break only (cannot sell tickets during the meeting to keep the raffle table legal). Accept cash and checks made out to REQG.

	<ul style="list-style-type: none"> • At appropriate time during meeting, go up to the front and introduce self and how many tickets sold. • Have President or someone else draw the winning tickets until most of the items are selected. A member's name may be selected multiple times and they may select multiple items. • Determine if non selected items need to be stored, donated, or trashed. If an item hasn't been selected in 2-3 months it probably needs to go. • Select items to go to free table that will be occasionally set up and not announced in advanced where members can just take items at the end of a meeting. • Clean up table and return supplies and items not selected to storage area. • Reconcile cash, and prepare the deposit form. Put the cash and the deposit form in an envelope and submit to the Treasurer at the end of the meeting or at the next Board Meeting. • Track income received for each guild year to manage expectations to what was budgeted for the raffle table to achieve.
Newsletter Articles	Necessary if there is not going to be a raffle table that month so that members don't bring items. Can also submit articles requesting special donations or thanking members for special donations.
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. • Report on income from raffle table.
Financial Impact – Income	<ul style="list-style-type: none"> • Income from sales of tickets for the raffle table • Each year the Board budgets an income amount that they feel that the raffle table can achieve.
Financial Impact –	Expenses include:

Expense	<ul style="list-style-type: none"> • Tickets • Pens • Envelopes • Items to get higher ticket purchases (limited to budget). • Items used to group items into a single package.
Interfaces with which Other Board Members	None
Interfaces with Outside people/companies	<ul style="list-style-type: none"> • Donations to Thrift Shops