

## **Executive Committee positions**

- **President**

- Preside at General Guild meetings, prepare Agenda
- Preside at Executive meetings, prepare Agenda
- Collect and prepare Annual Report due May 31<sup>st</sup>
- Cheque signing Authority
- Pick up mail, handle or forward
- Answer member questions and concerns
- Hold and keep keys safe

- **Vice President**

- Assist and replace the President when necessary
- Attend Executive meetings
- Participate in Nominating Committee
- **Prepare** to take on President role in two years

- **Secretary**

- Attend Executive meetings
- Take all meeting minutes
- Responsible for Fall Fair prize money/correspondence and promoting
- Responsible for Telephone/email Convener in the event of meeting cancellation

- **Past President**

- Attend Executive meetings
- Head Nominating Committee
- Pass on information

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- **Treasurer**

- Attend Executive meetings
- In charge of Guild funds, receive dues, deposit receipts
- Prepare Budget
- Prepare Financial Statements
- Report net bank balance at Exec and monthly mtgs.
- Signing Authority
- Dealing with Tandia co-op in Acton

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- **Program Convener**

- Attend Executive and Guild meetings
- Source and book guest speakers and arrange payment
- Submit Program Speaker Bio to Newsletter Editor monthly
- Do walk-through on Zoom with speaker and Zoom host
- Organize Guild Activity Night ie: Round Robin
- Organize and manage June AGM activities
- Help set up room/equipment for meetings

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- **Newsletter Editor**

- Attend Executive and Guild meetings
- Requested & receive submissions from contributors
- Create, edit, and publish a monthly newsletter for the Guild membership
- Send Newsletter out about two weeks before Guild meeting
- Send updated Membership Lists to members at appropriate intervals
- Forward messages and resources to members
- Solicit Newsletter Advertisers and send invoices, copying Treasurer
- Work with Treasurer to obtain advertising payments

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- **Workshop Convener**
  - Attend Executive meetings
  - Plan workshop block or technique
  - Book date
  - Organize location or zoom
  - Use guild camera
  - Send out emails to members
- **Community Outreach Coordinator**
  - Attend Executive meetings
  - Responsible for co-ordination of community outreach projects
  - Finding appropriate organizations to donate to
  - Keeping track of HHQG fabric and batting
  - Responsible for donated fabric.
  - Cotton only
- **Membership Convener**
  - Attend Executive meetings
  - Excel spread sheet knowledge
  - Keep up-to-date records of all members
  - Obtain and keep records of media releases
  - Arrange for publication of membership list
  - Distribute membership cards and name tags
  - Arrange Fat Quarter and membership Draws
- **Website Admin/Historian**
  - Attend Executive meetings
  - Grant access to members area
  - Post minutes, newsletters, workshops, programs, etc.
  - Pay fees for Wix.com (website host) (must use credit card)
  - Pay fees for Blacksun.ca (DNS – Registration of Domain Name – www.hhqg.ca) (must use credit card)
  - Tech specs:
    1. Familiar with web design/WIC
    2. Need to have high speed internet, minimum 150 meg down and 50 meg up
    3. Windows PC or Apple MacBook Pro with Intel I-5 or better, minimum of 8GB Ram and 500GB Hard drive.
- **Publicity**
  - Attend Executive meetings
  - Putting notices in local papers and online media
  - Post brochures at libraries and other public places
  - Act as a liaison between the Guild and the Community
  - Arranging occasional public awareness events when possible
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- **Librarian**
  - Attend Executive meetings
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- **Quilt Show Convener**
  - Attend Executive meetings
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- **Block of the Month**
  - Pick a free pattern (no copy right infringing) (make sure it is not too advanced for the members)
  - Ask (in newsletter and at Guild meetings) the members who are interested in participating to contact you and you will add them to your list.
  - Each month send out instructions to them for the next step or set of blocks
  - Be available for questions on the blocks
  - Encourage a show and share for June (this is our Annual General Meeting)
  - Place noticed in the newsletter when needed.
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#### Non-Executive positions

- **Hearts & Hugs**
- **Facebook**
- **Retreat**
- **Snack/Tea Lady**
  - Scheduling Treats list
  - Making tea and coffee
  - Buying milk for each guild meeting
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- **Photographer**
- **Show'n Share**
- **Zoom Sew & Chat Host**
  - Host Zoom Social
  - Send out emails
  - Post notice in newsletter
- **Sew & Chat Social Host**
  - Book venue
  - Unlock venue and set up
  - Send out emails
  - Send out notices in newsletter
- **HHQG Retreat**
  - I have a new role to fill. Who would be willing to take on and organize the HHQG Retreat?
  - The HHQG Retreat has traditionally been held at the Crieff Hills Retreat and Conference Centre in Puslinch. But if you wanted to try somewhere new that would be up to you.
  - The Retreat would be open to the Guild members first and if any space available after a certain time would then be open to non Guild members.
- **Post Cards or Tinnors**
  - Organize participants
  - Send out emails
  - Post notice in newsletter
- **Block of the Month / Mystery Quilt**
  - Organize participants
  - Send out emails with instructions
  - Post notice in newsletter
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Sue Luque