

# MONTEREY PENINSULA QUILTERS GUILD

## VOLUNTEER JOB DESCRIPTIONS

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MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:               **PRESIDENT**

RESPONSIBLE FOR:               GENERAL WELFARE OF THE ORGANIZATION, ORDERLY  
CONDUCT OF THE ORGANIZATION'S FISCAL AND  
BUSINESS OPERATIONS  
QUILT SHOW CHAIR

**REQUIREMENTS OF POSITION:**

- Attendance at the following meetings: Board of Directors, monthly general membership, and annual Orientation and Planning for Board of Directors
- Voting member of Board of Directors, to break a tie vote.
- Regular reports to the Board in area of responsibility.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- Signee on MPQG bank account.

**SUMMARY OF POSITION:**

Specific details regarding the operation of the position are found in notebook.

1. Preside over membership meetings of the Guild and over the meetings of the Board, as constituted by the By-Laws.
2. Track and supports work of the various Board members and Quilt Show Chair, offering instruction and/or advice when appropriate, offering help at all times.
3. Appoint special committees and special representatives, as appropriate and as requested by the Board.
4. Cultivate awareness of the "state of the Guild" through contacts with members and stays aware of the community around the Guild.
5. Seek consultation with Board members as appropriate and accepts advice of Board members in Guild matters.
6. Assign a Board member to contact an accountant for the internal audit.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:           **FIRST VICE PRESIDENT**

RESPONSIBLE FOR:           PERFORMANCE OF THE DUTIES OF THE PRESIDENT IN THE ABSENCE OF  
THE PRESIDENT OR IN THE EVENT OF THE PRESIDENT'S INABILITY TO  
ACT

**REQUIREMENTS OF POSITION:**

- Attendance at the following meetings: Board of Directors, monthly general membership and annual Orientation and Planning for Board of Directors
- Serve as an executive officer.
- Attendance at meetings of the Executive Officers.
- Voting member of Board of Directors.
- Report to the Board in area of responsibility
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in Briefing Notebook.*

1. Serve as parliamentarian during general as well as board meetings.
2. Responsible for creating, updating and displaying at all general meetings a table of information, received by mail or by hand, on current shows, classes, contests and other opportunities of general interest.
3. Review MPQG membership in other organizations annually and recommend to the Board which memberships should be continued.
4. At end of the Board year, coordinate review and revisions of Bylaws and Standing Rules, updating them with changes made during the year. Before the Annual Board Orientation, give updated Bylaws and Standing rules to the Second Vice President.
5. Responsible for MPQG grants procedure.
6. Update locator list for equipment and supplies annually.
7. Responsible for mail on MPQG Web Site.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:               **SECOND VICE PRESIDENT**

RESPONSIBLE FOR:               NOMINATING PROCEDURES FOR BOARD OF DIRECTORS  
AND SUPPORTING COMMITTEES/POSITIONS  
OVERSEES THE JOB NOTEBOOKS  
ANNUAL ORIENTATION MEETING FOR BOARD OF DIRECTORS  
AND SUPPORTING COMMITTEES/POSITIONS

**REQUIREMENTS OF POSITION:**

- Attendance at the following meetings: Board of Directors, monthly general membership and annual Orientation and Planning for Board of Directors.
- Serves as an executive officer.
- Attendance at meetings of the Executive Officers.
- Voting member of Board of Directors.
- Reporting to the Board in area of responsibility.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; give notebook to successor Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in Briefing Notebook.*

1. Turn Briefing Notebook over to the Second Vice President at the end of the term.
2. Provide an evaluation of the past year's activities.
3. Coordinate the nominating procedure for the Officers, Standing Coordinators, and the appointment process for the Supporting Committee/Positions.
  - a. Responsible for filling positions of officers and coordinator positions with the help of other officers.
  - b. Available to help coordinators in their responsibility of filling committee chairs.
4. Organize and conduct the Annual Orientation as outlined in the Briefing Notebook.
5. Update Job Descriptions and distribute Briefing Notebooks for Board of Directors, Standing Coordinators and Job Notebooks for the Supporting Committee/Positions.
6. Circulate Volunteer Information Form to all members before recruitment for Board and committee positions.
7. Monitor the budget for the Second Vice President and include budget matters in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **SECRETARY**

RESPONSIBLE FOR: PREPARATION OF MINUTES FOR THE  
BOARD MEETINGS AND ANY DECISIONS  
MADE AT THE GENERAL MEMBERSHIP MEETINGS.  
PICKS UP AND DISTRIBUTES GUILD MAIL

REQUIREMENTS OF POSITION:

- Attendance at the following meetings: Board of Directors, monthly general membership and annual Orientation and Planning for Board of Directors
- Voting member of Board of Directors
- Regular reports to the Board in area of responsibility
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- Signee on MPQG bank account

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in notebook.

1. Record minutes at general membership meetings when a motion is acted upon; provides copies of these minutes to the Board of Directors via email, within seven days.
2. Provide copies of approved Board and Guild meeting minutes to the general information table at Guild meetings
3. Provide an approved summary of the Board of Directors meeting minutes to be published in the newsletter and on the web site.
4. Prepare correspondence at the direction of the President, using Guild stationery and keeping copies
5. Review minutes at year-end, listing new policies or procedures enacted during the past year.
6. Provide the list of new policies or procedures to Second Vice President for inclusion in Briefing Notebooks.
7. Pick up mail from Guild's post office box once a week, or designates another to do so. Distribute mail at least once a month, or more often if it relates to the Quilt Show or Raffle Quilt.
8. Coordinate with the First Vice President keeping up to date records of changes to the Bylaws and Standing Rules.
9. Provide to Treasurer the General Meeting minutes, reflecting election of new Board, as required by bank when new bank accounts' signature cards are required.
10. Monitor the budget for the Secretary and include budget matters in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:               **TREASURER**

RESPONSIBLE FOR:               MANAGING ALL FUNDS OF MPQG  
REPORTING ON STATUS OF FUNDS TO BOARD AND GUILD  
MEMBERS  
COORDINATING AND PREPARING GUILD BUDGET MAINTAINING  
501(C) 3 STATUS BY FILING STATE AND FEDERAL TAX REPORTS

**REQUIREMENTS OF POSITION:**

- Attendance at the following meetings: Board of Directors, monthly general membership and annual Orientation and Planning for Board of Directors
- Voting member of Board of Directors
- Issue regular reports to the Board of Directors in the area of responsibility
- Advise Board members regarding cash flow and budget projections
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Ability and willingness to learn accounting software (QuickBooks)™
- Familiar with and able to use electronic means of communication.
- Signee on MPQG bank account

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in notebook.*

1. Maintain checking account: pay bills, reimburse expenses, deposit all income, and monthly, balance checkbook to bank statement.
2. Provide required documentation for signature card changes to bank, when changes in Board require this step.
3. Maintain ledger of all transactions.
4. Prepare annual summary of income and expenses at the end of the fiscal year.
5. Prepare monthly reports for Board members as well as general membership provided through First Vice President's information table or bulletin board, and to the newsletter editor as appropriate.
6. Determine budget line needs, and present budget to Board.
7. File tax reports such as 1099s and 990.
8. Supply accounting records for internal audit.
9. File Raffle Reports with California Office of Attorney General for each raffle conducted, including all door prizes at general meetings and Quilt Show, as well as Annual Fund Raising Event and Raffle Quilt drawing.
10. Ensure the Guild's liability insurance policy is renewed annually.
11. Provide IRS acceptable tax form for donations made to MPQG.
12. Monitor the budget for the Treasurer and include budget matter in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:

**ACTIVITIES COORDINATOR**

BOARD CONTACT FOR SUPPORTING  
COMMITTEE CHAIR/POSITION:

BLOCK OF THE MONTH  
FRIENDSHIP GROUPS  
HOSPITALITY  
LIBRARY  
GREETERS/MENTORS

**REQUIREMENTS OF POSITION:**

- Attendance at meetings of the Board of Directors, at annual Board of Directors Orientation and Planning Meeting, and at general membership Guild meetings
- Voting member of Board of Directors.
- Conduct regular communication with Supporting Committee chairs:
  - a) Meet with them at the beginning of the fiscal year and during the year as needed.
  - b) Check in with each Supporting Committee chair before each Board meeting in order to learn what each is doing, if there are questions, help is needed, and/or a report to the Board and/or newsletter is necessary.
  - c) Be supportive, encouraging and helpful when and as needed.
- Regular reports to the Board in area of responsibility to include reports and requests from Block of the Month, Friendship Groups, Hospitality, Library Committees, and Greeters/Mentors.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- In addition to the Board of Director position, Activities Coordinator may also serve as the Committee Chair for Block of the Month, Friendship Groups, Hospitality, Library or Greeters/Mentors Committees/Positions.
- With the help of other committee members and Second Vice President, fills committee chairs and other committee positions.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in notebook.*

1. Ensure that those reporting to the Coordinator have the Job Notebooks for their areas of responsibilities.
2. Review Briefing Notebook and Job Notebooks in the areas of responsibility and updates them as needed.
3. Review job descriptions for committees/positions which report to Coordinator and notifies Second Vice President of any changes in the job descriptions.
4. Monitor the budgets for those reporting to the coordinator and include budget matters in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **COMMUNICATION COORDINATOR**  
BOARD CONTACT FOR SUPPORTING  
COMMITTEE CHAIR/POSITION: CIRCULATION  
NEWSLETTER  
WEB SITE

**REQUIREMENTS OF POSITION:**

- Attendance at meetings of the Board of Directors, at annual Board of Directors Orientation and Planning Meeting, and at general membership Guild meetings
- Voting member of Board of Directors.
- Conduct regular communication with Supporting Committee chairs:
  - a) Meet with them at the beginning of the fiscal year and during the year as needed.
  - b) Check in with each Supporting Committee chair before each Board meeting in order to learn what each is doing, if there are questions, help is needed, and/or a report to the Board and/or newsletter is necessary.
  - c) Be supportive, encouraging and helpful when and as needed.
- Regular reports to the Board in area of responsibility to include reports and requests from Circulation, Newsletter and Website committees.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- In addition to the Board of Director position, Communication Coordinator may also serve as the Committee Chair for Circulation, Newsletter or Website Committees.
- With the help of other committee members and Second Vice President, fills committee chairs and other committee positions.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in notebook.*

1. Ensure that those reporting to the Coordinator have the Job Notebooks for their areas of responsibilities.
2. Review Briefing Notebook and Job Notebooks in the areas of responsibility and updates them as needed.
3. Review job descriptions for committees/positions which report to Coordinator and notifies Second Vice President of any changes in the job descriptions.
4. Monitor the budgets for those reporting to the Coordinator and include budget matters in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **COMMUNITY OUT REACH COORDINATOR**  
BOARD CONTACT FOR SUPPORTING  
COMMITTEE CHAIR/POSITION: CHALLENGE QUILT  
COMMUNITY LIAISON  
FAIR COORDINATOR

**REQUIREMENTS OF POSITION:**

- Attendance at meetings of the Board of Directors, at annual Board of Directors Orientation and Planning Meeting, and at general membership Guild meetings
- Voting member of Board of Directors.
- Conduct regular communication with Supporting Committee chairs:
  - a) Meet with them at the beginning of the fiscal year and during the year as needed.
  - b) Check in with each Supporting Committee chair before each Board meeting in order to learn what each is doing, if there are questions, help is needed, and/or a report to the Board and/or newsletter is necessary.
  - c) Be supportive, encouraging and helpful when and as needed.  
Regular reports to the Board in area of responsibility to include reports and requests from Challenge Quilt, Community Liaison, Fair Coordinator committees.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- In addition to the Board of Director position, Community Outreach Coordinator may also serve as the Committee Chair for Challenge Quilts, Community Liaison, or Fair Coordinator Committees.
- With the help of other committee members and Second Vice President, fills committee chairs and other committee positions.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in notebook.*

1. Ensure that those reporting to the Coordinator have the Job Notebooks for their areas of responsibilities.
2. Review Briefing Notebook and Job Notebooks in the areas of responsibility and updates them needed.
3. Review job descriptions for committees/positions which report to Coordinator and notifies Second Vice President of any changes in the job descriptions.
4. Monitor the budgets for those reporting to the Coordinator and include budget matters in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **FUNDRAISING COORDINATOR**  
BOARD CONTACT FOR SUPPORTING  
COMMITTEE CHAIR/POSITION: ANNUAL FUNDRAISING EVENT  
DOOR PRIZE  
RAFFLE QUILT MARKETING

**REQUIREMENTS OF POSITION:**

- Attendance at meetings of the Board of Directors, at annual Board of Directors Orientation and Planning Meeting, and at general membership Guild meetings
- Voting member of Board of Directors.
- Conduct regular communication with Supporting Committee chairs:
  - a) Meet with them at the beginning of the fiscal year and during the year as needed.
  - b) Check in with each Supporting Committee chair before each Board meeting in order to learn what each is doing, if there are questions, help is needed, and/or a report to the Board and/or newsletter is necessary.
  - c) Be supportive, encouraging and helpful when and as needed.
- Regular reports to the Board in area of responsibility to include reports and requests from Annual Fundraising Event, Door Prize, Raffle Quilt Marketing committees.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- In addition to the Board of Director position, Fundraising Coordinator may also serve as the committee chair for Annual Fundraising Event, Door Prize, or Raffle Quilt Marketing Committees.
- With the help of other committee members and 2<sup>nd</sup> Vice President, fills Committee Chairs and other committee positions.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in notebook.*

1. Ensure that those reporting to the coordinator have the operational notebooks for their areas of responsibilities.
2. Review Briefing Notebooks and Job Notebooks in the areas of responsibility and updates them as needed.
3. Review job descriptions for committees/positions which report to coordinator and notifies Second Vice President of any changes in the job descriptions.
4. Coordinate raffle quilt design activities of the Guild which include recommending to the Board the designer who will design and coordinate the construction of the raffle quilt.
5. Monitor the budgets for those reporting to the Coordinator and include budget matters in committee reports presented to the Board of Directors.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **MEMBERSHIP COORDINATOR**  
BOARD CONTACT FOR SUPPORTING  
COMMITTEE CHAIR/POSITION: DIRECTORY

**REQUIREMENTS OF POSITION:**

- Attendance at meetings of the Board of Directors, at annual Board of Directors Orientation and Planning Meeting, and at general membership Guild meetings
- Voting member of Board of Directors.
- Conduct regular communication with Supporting Committee chair:
  - a) Meet with them at the beginning of the fiscal year and during the year as needed.
  - b) Check in with each Supporting Committee chair before each Board meeting in order to learn what each is doing, if there are questions, help is needed, and/or a report to the Board and/or newsletter is necessary.
  - c) Be supportive, encouraging and helpful when and as needed.
- Regular reports to the Board in area of responsibility to include reports and requests from Membership committee.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- In addition to the Board of Director position, Membership Coordinator may also serve as the Committee Chair for the Membership Directory; however, this is not recommended.
- With the help of other committee members and Second Vice President, fills committee chair and other committee positions.

**SUMMARY OF POSITION:**

*Specific details regarding the operation of the position are found in the Briefing Notebook.*

1. Ensure that those reporting to the coordinator have the operational notebooks for their areas of responsibilities.
2. Review Briefing Notebook and Job Notebooks in the areas of responsibility and updates it as needed.
3. Review job descriptions for committees/positions which report to coordinator and notifies Second Vice President of any changes in the job descriptions.
4. Monitor the budgets for those reporting to the Coordinator and include budget matters in committee reports presented to the Board of Directors.
5. Responsible for the membership procedures as outlined in the Membership Coordinator Briefing Notebook.
6. Provide the Directory Membership Committee/Position with the membership database for the purpose of the publication of the directory.
7. Maintain New Member's Brochure.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **PROGRAM COORDINATOR**  
BOARD CONTACT FOR SUPPORTING  
COMMITTEE CHAIR/POSITION: COMMUNICATIONS LIAISON  
FACILITIES  
PROGRAMS  
WORKSHOPS

**REQUIREMENTS OF POSITION:**

- Attendance at meetings of the Board of Directors, at annual Board of Directors Orientation and Planning Meeting, and at general membership Guild meetings
- Voting member of Board of Directors.
- Conduct regular communication with Supporting Committee chairs:
  - a) Meet with them at the beginning of the fiscal year and during the year as needed.
  - b) Check in with each Supporting Committee chair before each Board meeting in order to learn what each is doing, if there are questions, help is needed, and/or a report to the Board and/or newsletter is necessary.
  - c) Be supportive, encouraging and helpful when and as needed.
- Regular reports to the Board in area of responsibility to include reports and requests from Facilities, Programs and Workshop committees.
- Maintain Briefing Notebook with records, details and useful information for area of responsibility; return notebook to Second Vice President at end of term.
- Familiar with and able to use electronic means of communication.
- In addition to the Board of Director position, Program Coordinator may also serve as the Committee Chair for Facilities, Programs and Workshop Committees.
- With the help of other committee members and Second Vice President, fills committee chairs and other committee positions.

**SUMMARY OF POSITION:**

Specific details regarding the operation of the position are found in notebook.

1. Ensure that those reporting to the coordinator have the operational notebooks for their areas of responsibilities.
2. Review Briefing Notebook and Job Notebooks in the areas of responsibility and update them as needed.
3. Review job descriptions for committees/positions which report to coordinator and notify Second Vice President of any changes in the job descriptions.
4. Maintain current Program and Workshop Fiscal-Year Budget records.
5. Prepare quarterly report for Board with details of all program and workshop income and expenses.
6. Ensure insurance requirements for rental venues (general meeting & workshop) are completed.
7. Ensure MPQG program meeting facilities and workshop facilities are paid in a timely manner by the treasurer.
8. Secure MPQG program meeting dates/facility on a calendar year basis.
9. Oversee annual calendar for MPQG general meetings and workshops; inform Board of calendar dates and ensure that meeting and workshop venues are reserved and paid for in a timely manner.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **ANNUAL FUND RAISER**  
BOARD MEMBER CONTACT: FUNDRAISING COORDINATOR  
RESPONSIBLE FOR: ORGANIZING AND CONDUCTING ANNUAL  
FUNDRAISING EVENT.

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Fundraising Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook with records, details and useful information for area of responsibility; return notebook to ***Fundraising Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- Return Job Notebook to ***Fundraising Coordinator*** at the end of term or job.
- May also hold position as Fundraising Coordinator.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. The fundraising profits are used to fund grant request.
2. Plan for the Annual Fundraising Event at least four months in advance of the scheduled event.
3. Publicize event in newsletter, and make announcement to the general membership.
4. Arrange hall for event and decide how it will be set up.
5. Provide for recognition of participants and volunteers, including an article in the newsletter.
6. Report budget information or budget requests to Fundraising Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **BLOCK OF THE MONTH**  
BOARD MEMBER CONTACT: ACTIVITIES COORDINATOR  
RESPONSIBLE FOR: THE BLOCK-OF-THE-MONTH

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Activities Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Activities Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Activities Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Choose monthly block patterns and prepare computer and newsletter compatible designs and directions for publication in newsletter and on web site.
2. Complete model of block for membership meeting.
3. Before meeting begins, collect and display blocks, discuss and share patterns for following month's block and draw ticket for block winner.
4. Announce winner during "Announcement" period of business meeting.
5. Deliver blocks to winner.
6. Report budget information or budget requests to Activities Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **CHALLENGE QUILT**  
BOARD MEMBER CONTACT: COMMUNITY OUTREACH COORDINATOR  
RESPONSIBLE FOR: RESPONSIBLE FOR THE COORDINATION OF THE ANNUAL  
CHALLENGE QUILTS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Community Outreach Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Community Outreach Coordinator** at end of term or job.
- Write a year-end report with future recommendations.
- May also hold position as **Community Outreach Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Determine the theme for the annual challenge quilts.
2. Purchase, cut, and make available packets for distribution to the membership.
3. Give Treasurer reports of income, expenses and receipts for reimbursement.
4. Responsible for the hanging of the Challenge Quilts at a guild meeting, the Monterey County Fair and the MPQG Quilt Show.
5. Work in conjunction with the Monterey County Fair Chairman, and Quilt Show Chair.
6. Report budget information or budget requests to Community Outreach Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **CIRCULATION**  
BOARD MEMBER CONTACT: COMMUNICATION COORDINATOR  
RESPONSIBLE FOR: ADDRESSING AND MAILING GUILD  
NEWSLETTER, PINES AND NEEDLES, AS PREPARED BY  
EDITOR

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Communication Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Communication Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Communication Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Obtain current list of MPQG members, advertisers and others, who received the newsletter via the USPS from Membership Chair.
2. Have necessary number of newsletters printed from master copy.
3. Each month, purchase and prepare mailing labels; purchase stamps; mail newsletters for timely delivery (ten days prior to meeting).
4. Send receipts to Treasurer for reimbursement.
5. Report budget information or budget requests to Communication Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **COMMUNITY LIAISON**  
BOARD MEMBER CONTACT: COMMUNITY OUTREACH COORDINATOR  
RESPONSIBLE FOR: COMMUNITY EDUCATION AND SERVICE,  
APART FROM THE QUILT SHOW FUNCTION

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Community Outreach Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Community Outreach Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Community Outreach Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Serve as liaison between the Guild and various community organizations within the area.
2. Screen requests (such as quilts for an organization) from the community and decides feasibility of meeting these requests.
3. Pending Board approval of responses to requests, plan and arrange activities required to meet the requests.
4. Form and act as chairman of the needed committee(s), which will help to carry out the appropriate Guild activities.
5. Coordinate an annual community service activity for an MPQG monthly meeting.
6. Purchase materials as needed for community quilts.
7. Assemble quilt kits for distribution at guild meetings to membership for completion.
8. Report budget information or budget requests to Community Outreach Coordinator.
9. Coordinate the hanging of community quilts with the Fair Coordinator, when requested.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **DOOR PRIZE**  
BOARD MEMBER CONTACT: FUNDRAISING COORDINATOR  
RESPONSIBLE FOR: ORGANIZING AND CONDUCTING DOOR PRIZE ACTIVITIES  
AT GUILD MEETINGS.

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Fundraising Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Fundraising Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Fundraising Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Responsible for having monthly door prize raffle as guild fund raiser.
2. Seek door prize donations from members or businesses.
3. Draw winning ticket(s); acknowledges donors and winners in newsletter.
4. Maintain records of expenses and receipts, giving income to treasurer.
5. Make available MPQG Tax Donation Form for donors.
6. Report budget information or budget requests to Fundraising Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **FACILITIES**  
BOARD MEMBER CONTACT: PROGRAM COORDINATOR  
RESPONSIBLE FOR: MEETING SET-UP, CLOSE DOWN TASKS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Program Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Program Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Program Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Act as contact between the Pacific Grove Recreation Department (or other agency) from whom we rent space for the MPQG general meetings; after Board approval, sign necessary contracts; notifying facility of meeting dates for the year as well as floor plan(s) for the meeting set up.
2. Ensure meeting room is set up prior to the MPQG general meeting.
3. Be available for set-up requests during the start of the meeting.
4. Make certain all guild equipment/boxes/papers are stored or removed from the building before leaving building.
5. Turn lights on/off before, after, and during program. Check that all doors are closed and locked by 9:30 pm.
6. Working with the Program Coordinator, find new facilities for the general meeting if necessary.
7. Send invoices for rent to Program Coordinator.
8. Report budget information or budget requests to Program Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **FAIR COORDINATOR**  
BOARD MEMBER CONTACT: COMMUNITY OUTREACH COORDINATOR  
RESPONSIBLE FOR: COORDINATING GUILD ACTIVITIES  
AT THE MONTEREY COUNTY FAIR.

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Community Outreach Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Community Outreach Coordinator** at end of term or job.
- Write a year-end report with future recommendations.
- May also hold position as **Community Outreach Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Contact Monterey County Fair headquarters for the dates of the Fair and to verify MPQG participation at the fair.
2. Obtain county fair booklet for distribution to guild members.
3. Coordinate with the Challenge Quilt Chair regarding the hanging of the Challenge Quilts at the fair.
4. Coordinate with the Community Liaison Committee/Position regarding the hanging of community quilts at the fair.
5. Coordinate the volunteers for the fair. (*Instruction sheet for volunteers in the Fair Coordinator Notebook*)
6. When there is a raffle quilt, coordinate with the Raffle Quilt Marketing Chair regarding the hanging and selling of raffle tickets at the fair. (*Raffle Quilt Marketing Chair will furnish the quilt, raffle tickets, and manage the cash box for the fair.*)
7. Work with the County Fair Home Manager to make arrangements for tables, wall displays, chairs, parking permits and security.
8. Be available on the day of setting up the displays to coordinate the hanging of the Challenge Quilts, Community Quilts, and the Raffle Quilt, when available.
9. Maintain close contact by phone and in person during days of fair.
10. Arrange with the treasurer to have a \$50 donation to the fair for a prize for 1<sup>st</sup> place winner.
11. Debrief with Community Outreach Coordinator to improve the next year's Fair.
12. Report budget information or budget requests to Community Outreach Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **FRIENDSHIP GROUPS**  
BOARD MEMBER CONTACT: ACTIVITIES COORDINATOR  
RESPONSIBLE FOR: ACTING AS LIASON FOR NEW MEMBERS SEEKING  
FRIENDSHIP GROUPS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Activities Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Activities Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Activities Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Provide information about friendship groups to individuals and guild.
2. Report budget information or budget requests to Activities Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **GREETER/MENTOR**  
BOARD MEMBER CONTACT: ACTIVITIES COORDINATOR  
RESPONSIBLE FOR: GREETES NEW MEMBERS EACH MONTH THE MEMBERSHIP  
TABLE

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Activities Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Activities Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Activities Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Working with a committee of “greeters/mentors”, between 6:30 and 7:15 pm, greet new members and guests each month at the membership table.
2. Make new members and guests welcome while introducing them to MPQG members and explaining what takes place at guild meetings (Library, Door Prize, Community Liaison, signup lists, etc.)
3. Explain to new members and guests the benefits of guild membership (Friendship Groups,
4. Community Liaison, Workshops, etc.)
5. Learn how actively new member would like to participate in the guild.
6. Be certain new member or guest has someone to sit with her/him during the meeting
7. Follow up with phone calls or emails to encourage new member or guest to return.
8. Report budget information or budget requests to Activities Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **HOSPITALITY**  
BOARD MEMBER CONTACT: ACTIVITIES COORDINATOR  
RESPONSIBLE FOR: REFRESHMENTS (SNACKS AND/OR BEVERAGES) SERVED  
BEFORE GUILD MEETINGS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Activities Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Activities Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Activities Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. With a committee, provide for refreshments between 6:30 and 7:15 at monthly MPQG meetings.
2. Set up, clean up and store supplies for monthly meetings.
3. Maintain sufficient supplies for general meetings, keeping receipts for reimbursement by treasurer.
4. Use signup sheet or other method to elicit member participation in bringing refreshments and send reminders as necessary.
5. Provide an article to newsletter editor, thanking those who've provided refreshments.
6. Coordinate with the Annual Fund Raiser chair for the refreshments for the annual fundraising event.
7. Report budget information or budget requests to Activities Coordinator.

**MONTEREY PENINSULA QUILTERS GUILD**  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **LIBRARY**  
BOARD MEMBER CONTACT: ACTIVITIES COORDINATOR  
RESPONSIBLE FOR: MAINTENANCE OF GUILD LIBRARY: BOOKS, MAGAZINES,  
VIDEOS/DVD AND PATTERNS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Activities Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Activities Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Activities Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Set up and display books at general member meetings.
2. Utilize *Book Librarian Plus* (Guild-owned software) to maintain an inventory of all items in the library; produce printouts that can be made available to members at the table during general meetings.
3. Check out books to members; keep records utilizing *Book Librarian Plus*; check in returned books.
4. Contact members regarding overdue books, collect appropriate overdue fines forwarding money to Treasurer.
5. Stay current on new publications (books, magazines, DVDs and related material) and make additions to library as budget allows.
6. Retire old, rarely borrowed books, in order to keep the size of library manageable.
7. Keep the key to MPQG meeting place closet; store library materials in guild closet between meetings.
8. Report budget information or budget requests to Activities Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **MEMBERSHIP DIRECTORY**  
BOARD MEMBER CONTACT: MEMBERSHIP COORDINATOR  
RESPONSIBLE FOR: PUBLICATION OF DIRECTORY OF MEMBERS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Membership Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Membership Coordinator** at end of term or job.
- Write a year-end report with future recommendations.
- May also hold position as **Membership Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Receive membership database from Membership Coordinator for publication of Membership Directory.
2. Solicit advertisers for the directory; send details to Treasurer for invoicing.
3. Prepares directory for publication (See notebook for what to include).
4. Publish and distribute new directory at the November guild meeting.
5. Report budget information or budget requests to Membership Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **NEWSLETTER**  
BOARD MEMBER CONTACT: COMMUNICATION COORDINATOR  
RESPONSIBLE FOR: PUBLICATION OF PINES AND NEEDLES

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Communication Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Communication Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Communication Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Prepares camera-ready material and delivers to designated printer.
2. Allows time for newsletter mailing to be done by eleven days before the next guild meeting.
3. Establishes and enforces such deadlines as required in order to facilitate editorial and newsletter mailing procedures.
4. Send newsletter to Web Site Manager.
5. Report budget information or budget requests to Communication Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **PROGRAM**  
BOARD MEMBER CONTACT: PROGRAM COORDINATOR  
RESPONSIBLE FOR: PRESENTATION OF PROGRAMS BY GUEST SPEAKERS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Program Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Program Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Program Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Work closely with the Program Coordinator to arrange workshops for the general membership.
2. Send, receive and sign contracts for monthly programs appropriate for membership and budget with a mix of traditional & art quilt topics.
3. With Program Coordinator, develop a projected budget for the current year as well as one additional year.
4. Engage speakers for the current fiscal year plus one additional fiscal year. A contract may be made beyond that timetable if approved by the Board.
5. Arrange travel plans, local accommodations, and hospitality details for speakers and teachers.
6. Keep Program Coordinator advised of signed contracts and related Program costs.
7. Attend NCQC's bi-annual Teacher' and Speakers' program.
8. Report budget information or budget requests to Program Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: PROGRAM:**NEWSLETTER/WEBSITE LIAISON**  
BOARD MEMBER CONTACT: PROGRAM COORDINATOR  
RESPONSIBLE FOR: DISEMINATION OF PROGRAM & WORKSHOP  
INFORMATION

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings.
- Submit written/oral reports to **Program Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Program Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Program Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in notebook.

1. Write and distribute electronically the monthly program and workshop information to the Newsletter Editor and Web Site Manager. (See comments, details and deadlines in notebook.)
2. Keep Program Coordinator advised of signed contracts and related program costs.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION:	<b>QUILT SHOW</b>
BOARD MEMBER CONTACT:	PRESIDENT
RESPONSIBLE FOR:	QUILT SHOW

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***President*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***President*** at end of term or job.
- Write an after-event report with future recommendations.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Responsible for the coordinators who run the quilt show.
2. Recruit for quilt show coordinators and committee chairs, currently 22 different committees (see notebook).
3. Keep all coordinators on track at a series of meetings before quilt show (judging committee meets in September, all coordinators meet in January).
4. Secure facilities for the show and vendors.
5. Secure certificates of insurance for facilities as required.
6. Process expense claims through Guild Treasurer.
7. Report status of show on a timely basis to the Board and general membership.
8. Write articles for the newsletter relating to the quilt show.
9. Chair a quilt show evaluation meeting in July.
10. Submit to board a final report on Show Revenue and Expenses.
11. Thank coordinators and chairs.
12. Report budget information or budget requests to President.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **RAFFLE QUILT MARKETING**  
BOARD MEMBER CONTACT: FUNDRAISING COORDINATOR  
RESPONSIBLE FOR: COORDINATES THE MARKETING AND DISPLAY OF THE  
RAFFLE QUILT

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Fundraising Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Fundraising Coordinator*** at end of term or job.
- Write a year-end report with future recommendations.
- May also hold position as ***Fundraising Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Works with the raffle quilt designer to prepare marketing materials for the quilt.
2. When the quilt is in its final assembly stage, arrange for printing of raffle tickets (see notebook for details).
3. At general meetings and in newsletters, encourage members to sell tickets.
4. Distribute tickets to the general membership.
5. If members are available to help, coordinate the display of the quilt and sale of tickets at a variety of local venues (local shops, Salinas Valley Fair, etc.).
6. Arrange for promotional material about the quilt, MPQG brochures or post cards about the quilt and the guild.
7. Recruit members to sign up to sit with the raffle quilt during the Monterey County Fair, coordinating efforts with the Fair Coordinator.
8. Arrange for a cash box to collect funds at the Monterey County Fair and MPQG Quilt Show. .
9. Coordinate with the Quilt Show Chair for the display and tickets sales at the quilt show including arranging for the raffle quilt drum.
10. Report budget information or budget requests to Fundraising Coordinator.

## 11. MONTEREY PENINSULA QUILTERS GUILD

### VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **WEB SITE MANAGER**  
BOARD MEMBER CONTACT: COMMUNICATION COORDINATOR  
RESPONSIBLE FOR: MAINTAINING THE WEB SITE

#### REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to **Communication Coordinator** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to **Communication Coordinator** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as **Communication Coordinator**.
- Retired Chairperson might serve as mentors to future chairperson.
- Computer skills and knowledge of website creation.

#### SUMMARY OF POSITION:

Specific details regarding the operation of the position are found in Job Notebook.

1. Maintain MPQG Web Site in an accurate and timely fashion with news and information for MPQG members and any other interested readers. Keeps the site fresh and appealing, updating and deleting as appropriate.
2. Post information received from all board members, coordinators and supporting committee chairs, most specifically program and workshop descriptions and Quilt Show information and details.
3. Maintain "Members Only" section.
4. Update mailing list for email blasts and notification of newsletter availability
5. After approval by the Board of Directors, establish links on Web site according to guidelines stated in the Standing Rules
6. Maintain current year plus past two years of newsletters on website.
7. Maintain Calendar of Events of interest to MPQG members, gathered from the NCQC and San Jose Museum of Textiles web sites.
8. Take photos at monthly meeting of Show & Tell and publish (optional)
9. Monitor the [mail@mpqq.org](mailto:mail@mpqq.org); keep passwords of all accounts.
10. Report budget information or budget requests to Communication Coordinator.

MONTEREY PENINSULA QUILTERS GUILD  
VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: **WORKSHOPS**  
BOARD MEMBER CONTACT: PROGRAM COORDINATOR  
RESPONSIBLE FOR: PRESENTATION OF WORKSHOPS BY GUEST SPEAKERS

REQUIREMENTS OF POSITION:

- Attendance at general membership Guild meetings
- Submit written/oral reports to ***Program Coordinator*** as requested.
- Write and submit newsletter/website items as needed.
- Work within budget and keep the appropriate records.
- Maintain Job Notebook of records, job description, and comments regarding activities in area of responsibility; return notebook to ***Program Coordinator*** at end of term.
- Write a year-end report with future recommendations.
- May also hold position as ***Program Coordinator***.
- Retired Chairperson might serve as mentors to future chairperson.
- Familiar with and able to use electronic means of communication.

SUMMARY OF POSITION:

*Specific details regarding the operation of the position are found in Job Notebook.*

1. Work closely with the Program Coordinator to arrange workshops for the general membership.
2. Announce and show samples of upcoming workshops at Guild meetings.
3. Take signups and fees for workshops; keep records of income & expenses, submitting them to Program Coordinator.
4. Submit timely information to Newsletter Editor and Web Site Manager.
5. Keep Program Coordinator advised of signed contracts and related program costs.
6. Make supply lists available to workshop participants and local fabric stores.
7. Reserve and sign contracts for classroom rentals.
8. Be at workshops, or appoint someone, to set up room before the workshop, be hostess to teacher and clean and close up classroom at end of workshop.
9. Attend NCQC bi-annual Teachers' and Speakers' program.
10. Report budget information or budget requests to Program Coordinator.

## MONTEREY PENINSULA QUILTERS GUILD

### LIST

#### STANDING COORDINATORS & SUPPORTING COMMITTEES

**1) Activities Coordinator** (Elected on even years)

- a) *Block of the Month*
- b) *Friendship Groups*
- c) *Greeters/Mentors*
- c) *Hospitality*
- e) *Library*

**2) Communication Coordinator** (Elected on odd years)

- a) *Circulation*
- b) *Newsletter*
- c) *Web Site*

**3) Community Outreach Coordinator** (Elected on odd years)

- a) *Challenge Quilt*
- b) *Community Liaison*
- c) *Fair Coordinator*

**4) Fundraising Coordinator** (Elected on even years)

- a) *Annual Fundraising Event*
- b) *Door Prize*
- c) *Raffle Quilt Marketing*

**5) Membership Coordinator** (Elected on even years)

- a) *Membership/Directory*

**6) Program Coordinator** (Elected on odd years)

- a) *Facilities*
- b) *Programs*
- c) *Workshops*

- *NOTE: Quilt Show Support Committee Chair reports to MPQG President*
- Standing Coordinators are elected for two year terms.
- Supporting Committee Chairs are appointed with no term limits.
- Standing Coordinator may also serve as a Committee Chair for a Supporting Committee.