

Loomis Quilt & Fiber Guild Committees

Exhibit A

COMMITTEES

The following is a list of Guild committees and their descriptions. The roles and responsibilities are as follows:

- ✓ **The Chairperson of each committee is expected to attend the monthly Board meeting.**
- ✓ Any committee receiving monies (e.g. Pot of Gold, Block of the Month) shall provide to the Treasurer a monthly accounting of the income and expenses.
- ✓ The committee Chairperson has the discretion of recruiting additional volunteers to participate on the committee.
- ✓ The Chairperson and committee members of the following committees – Block of the Month, Fat Quarters, Pot of Gold – may not participate in their specific committee drawing during their tenure.
- ✓ If there are no volunteers to Chair a committee, then that committee will be discontinued for that year.

Committee Descriptions:

- **BLOCK OF THE MONTH:** Each month, the Block of the Month Committee selects a quilt block pattern. This pattern and/or a packet of fabric to make the block is available for purchase by guild members and guests at the general meeting. The member or guest makes the block and returns it at the following meeting. The quilt block maker will then receive a raffle ticket for a chance to win all or a portion of the blocks that are completed and collected at that meeting. The Chairperson will keep a list of donated items. The list as well as an accounting of the income and expenses will be provided to the Treasurer at the end of each meeting.
- **CHALLENGES:** This Committee coordinates the Guild's annual challenges. Using specified fabric(s) and/or embellishments, participants create quilts or garments that are displayed or modeled at specified events.
- **COMMUNITY OUTREACH:** Quilts, usually lap or crib size, are made by Guild members and given to individuals and organizations in need. Many organizations and schools will be recipients of these quilts as well as national and international causes. The Committee puts together kits of fabric and batting for members to assemble into quilts. The Chairperson is responsible for tracking and reporting the number of quilts donated and organizations receiving the quilts.
- **EDUCATION/DISCOVERY DAY:** This Committee coordinates the Guild's efforts to educate all those interested in the art of quilting and other related fiber arts. Discovery Day classes are free to guild members. A deposit is required at sign up but returned when a member attends the class. The deposit is forfeited if member does not give reasonable notice of non-attendance.

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- **HISTORIAN:** Keeps the official records of Guild events, awards received, community outreach, photographs, and newspaper articles.
- **HOSPITALITY:** Refreshments are served at each Guild meeting. Guild members will be asked to contribute refreshments. There will be a signup sheet at every meeting. The hospitality committee will also be responsible to provide help at Guild events.
- **NEWSLETTER:** The Newsletter Editor publishes the Guild's monthly newsletter. Articles for the Newsletter must be submitted to the Newsletter Editor within an established deadline. The Newsletter Editor is responsible for mailing the newsletter.
 - **Advertising:** Solicits business advertising for the newsletter and collects fees. Members and non-members can place ads in the newsletter for a fee.
- **N.C.Q.C. REPRESENTATIVE:** The N.C.Q.C. Representative attends meetings of the Northern California Quilt Council. This person reports information obtained at the Guild's board meetings. The Northern California Quilt Council facilitates communications among quilt groups; quilt teachers, shop owners and other vendors. Any Guild member is welcome to attend N.C.Q.C. meetings.
- **OPPORTUNITY QUILT:** The Opportunity Quilt Chairperson is responsible for arranging for a picture of the Opportunity Quilt, printing of sequentially numbered tickets, distribution of tickets to the membership and the collection of money from members, from ticket donations and assuring that the Opportunity Quilt Travel volunteers have an adequate supply of tickets. As well, the Chairperson will coordinate the travel of the latest Opportunity Quilt at other Quilt Guild meetings. The Chairperson will also facilitate the visitation of visiting Quilt Guilds to display their Opportunity Quilt. An accounting of the income and expenses will be provided to the Treasurer quarterly.
 - **Opportunity Quilt Construction:** This sub-committee is responsible for the design of the quilt, obtaining Board approval and obtaining permission or releases from the designer.
- **PARLIAMENTARIAN:** The Parliamentarian ensures that all proceedings of the Guild are conducted according to the Guild's Bylaws, Guidelines and Policies and/or the most current edition of Robert's Rules of Order. The Chairperson should be familiar with Robert's Rules of Order.
- **POT OF GOLD:** The Pot of Gold Committee provides gifts at each general meeting. Tickets may be purchased for the opportunity to win these gifts. Members have the opportunity to donate items to the Pot of Gold. . An accounting of the income and expenses will be provided to the Treasurer at the end of each meeting.
- **QUARTER MASTER:** The Quarter Master will choose the theme and color of fabric for the upcoming months. The Chairperson shall determine the method of presentation of the fat quarters (e.g., baskets, boxes, etc) and the number of "winners". During the meeting, a ticket is given for each fat quarter donated and ticket/s is drawn for a winner/s to receive a basket of fabric.

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- **SECRET PAL:** This committee organizes and administers the Guild's gift exchange program. Members who elect to participate give gifts anonymously to another participant. The Chairperson is responsible for the "Reveal" event at the end of the term.
- **SHOW AND TELL:** At each General meeting (as time allows), members come forward and share information about quilts, garments or fiber art. The Chairperson is responsible for documenting the names of the people that participate, and what item is shown, and then is responsible for getting the information to the newsletter Editor for publication within 5 days after the General meeting.
- **SUNSHINE:** This committee sends congratulatory cards to Guild members when appropriate, and makes contact with Guild members in need of cheering up through cards, phone calls or other assistance.

Sub-Committees:

Periodically sub-committees may be formed to organize a one-time and/or on-going activity. The organizer of this sub-committee is not a voting member of the Board of Directors. Sub-Committees generally fall under the Board direction. Examples of sub-committees may include but are not limited to Retreat, Sew Fun Days, UFO club, and Mystery Quilt.