

AQG Volunteer Opportunities

All positions are a minimum 2 year term. Must be able to attend a 90 minute daytime board meeting once a month at Trinity.

President:

- Attend board meetings
- Create agenda with Secretary's input
- Lead guild meetings

Secretary

- Sets the board and guild agenda with input from the President
- Leads the board meetings
- Does the minutes of board and guild meetings and sends them to board members and loads them onto a portable drive, as well as doing hard copies in a binder for the year for members to see.
- Schedules workshops and open sews for the year, and coordinates the general calendar by keeping in contact with board members monthly.
- Prints flyers & signs announcing upcoming events such as open sews, workshops, challenges etc.
- Rents the P.O. box every March. She and the treasurer hold the PO box keys. They check the box twice a month.
- Is the corresponding secretary, sending notes and any other mailings the guild should decide upon, both to members and to people and organizations outside the guild.
- Responsible for publicity for the guild. Putting contact info into newspapers, doing flyers etc.

Treasurer

- Collect and disburse all funds
- Maintain the official records and present them for inspection annually
- Give the financial report at the meetings
- Propose a budget to the board
- Obtain insurance forms each year
- Maintain the Gmail account
- Hold the second PO box key
- Working knowledge of **Excel**.

Membership

- Receive and collect new/returning membership applications and fees
- Maintain a data base of address, phone numbers and email of all members and affiliates
- Produce a yearly membership directory
- Making sure the membership table is manned and creating a check in sheet at guild meetings.
- Creating and maintaining member name tags and membership cards.
- Giving a report of membership attendance and visitors at guild meetings
- Collecting lanyards and nametags at the end of each guild meeting

- Working knowledge of **Excel**

Make friends. Share what we know and learn from each other. AQG mission statement.

Committee Chairpersons

Retreat Coordinator

- Contact person between the guild and the retreat site
- Researches possible retreat venues, with input from guild members
- With the board, sets the time and place and any program for the retreat
- Provides a sign- up list for members and determines deposit fee.
- Determines total retreat cost, fee schedule and collection dates in consultation with the treasurer
- Organizes room requests and any special dietary or mobility needs with the venue
- Responsible for arriving early to the retreat site for set up and being last to leave the site to guarantee everything is in good order

Hospitality

- Purchase paper products and beverages for guild meetings, and bring them to the meetings
- Set up and prepare beverages and set out the food
- Organizes AQG social events throughout the year including the AQG birthday party in January and holiday party in December.
- Clean up kitchen and food and beverage areas at the end of the meeting.

Program Chairperson / NCQC Rep

- With information received from NCQC meetings the program chairs will propose to the board three speakers for each year
- Make and secure contracts for speakers
- Arranges housing, meals and introduce and help the speaker set up for the meeting.

Outreach

- Is the contact person for two organizations a year to receive the quilts from AQG, including arranging for a speaker from each organization to come and speak about their group at our December holiday party.
- Collects and arranges quilts to go out to each organization at our holiday party in December.

Opportunity Quilt Coordinator

- Makes arrangements and is the contact person with outside guilds who want to show their opportunity quilts at AQG meetings.

Newsletter

- With input from the board, writes and edits the newsletter called The Bridge once a month.
- Distributes the newsletter electronically to members.

- Must be comfortable with computers, detail oriented, organized and good with words.

Block of the Moment

- Chooses the block, makes up fabric and instruction packets four times a year for members to purchase.
- Must feel comfortable with quilt block construction.

Webmaster

- Must feel comfortable with computers. The website is basically a “drag and drop” format.
- Will need to update the website on an as needed basis. This could include updating the calendar of events, board members, membership fees, monthly newsletter, and any changes/additions that AQG makes to the organization.

Friendship Group Coordinator

- You are the contact person with each friendship group
- Keep a list of all groups members, the time and day of all meetings and when openings happen in a group.
- Once a year ask guild members who would like to join a friendship group, coordinate the addition of new members into existing groups and start new groups as need dictates.

Special Events Coordinator

- Arrange for group trips, to quilt shows or quilt stores and any other trips you wish to organize.
- Duties include: sign-ups, money collection, transportation, food and pre-trip shop arrangements

