

# Common Thread Quilt Guild

## Volunteer Job Descriptions & Procedures

Updated May 2023

### President

- Provide leadership to the Guild Committee and Executive Committee;
- Lead the Executive Committee in undertaking strategic planning;
- Preside over meetings of the Executive Committee and Guild;
- Identify issues and prepare agenda for all meetings of the Executive Committee and Guild;
- Call special meetings of the Executive Committee and Guild as required;
- Report on the work of the Guild at its Annual General Meeting;
- Be responsible of the day to day running of the Guild;
- Write submissions for the Guild's newsletter;
- Establish sub committees of the Executive Committee as required to undertake special projects and studies;
- Periodically survey members of the Guild to determine their satisfaction with, and seek input on the operation of the Guild;
- Delegate responsibilities and authority as appropriate;
- Represent the Guild at inter-guild activities.

### Past President

- Provide advice and council to the President and other members of the Executive Committee; Provide such advice in a non voting capacity.

### Vice President

- In the absence of the President, serve in the order of that Office and perform such duties as are performed by the President;
- Receive nominations and conduct elections of officers and;
- Conduct ad hoc Committees as required.

### Secretary

- Attend and take minutes of executive meetings for the Common Thread Quilt Guild executive;
  - The minutes of the meeting are drafted after each meeting and sent to the Executive members for review, corrections or omissions.
  - The draft minutes should be sent to the executive within one week of the meeting.
  - If comments/corrections are required the minutes are revised by the secretary and then electronically sent to the members of the Executive with a note to the "Webmistress" to post minutes on our Guild website.
  - Minutes should keep track of action items and motions made.

- Find a replacement to take minutes if unable to make a meeting. Advise the President.
- Create the agenda for each meeting
  - Action items need to be brought forward on the next meeting agenda.
- Establish the executive meeting dates for the upcoming year with the guild President
  - The secretary and President establish the executive meeting dates for the upcoming year.
  - All executive meetings occur on Thursday evenings the week before the guild meeting. Meetings occur between 6:45 – 9:00pm
  - if executive meetings are to be held at Place D’Orleans mall Community centre, establish and sign a contract with the contact person at Place D’Orleans Guest.
    - There is no cost to use this room. Dates need to be “contracted” twice a year with the Coordinator of the Guest Services – Eleanor Therrien –613-824-9468 ext 242. The email address for her is: etherrien@primarisreit.com. This can be done in person to initiate first contact. Contracts are sent via email and then must be signed and returned to Eleanor at Guest Services. Rooms can only be booked for half the year at a time so you will need to do this twice. Rules of Guest Services for Place D’Orleans.
- Retrieve mail from the CTQG post office box.
  - The formal mail address for the CTQG: CTQ Guild, P.O. Box 62022, Orleans, Ontario, K1C 7H8
  - Mail for the CTQG is picked up at the Convent Glen Post office within the “Shoppers Drug Mart”. Mail box number is 62022. There is one (1) key to access the box. It is kept with the secretary.
  - Mail is to be picked up at least once a week and before each executive meeting. The secretary opens the mail to ensure nothing is urgent.
  - Mail is distributed to the responsible individual at the executive meeting.
  - If something is urgent (i.e. final notice of payment of something) you are to advise the appropriate CTQG executive via g-mail to ensure they are aware and to ensure item is given to the individual.
  - This key is passed over to the new secretary at the “hand over meeting”.
- Ensure each meeting has a “quorum”
  - The secretary needs to ensure that there is a “quorum” for each meeting. To do so the secretary should request attendance ahead of each meeting to ensure a quorum, especially in winter months. A quorum requires “half of the voting positions + one more (1) to be present at the meeting to be a quorum. E.g. In 2018/2019 we have 12 “voting” positions (not counting the President – who votes only in a tie). Therefore, we must have 7 voting positions present (6 + 1) to pass a motion. People who share positions only count as 1 vote.
- Communicate with the CTQG executive and members or non-members using the “CTQG” gmail secretary account, as required.
  - The secretary will communicate electronically using the established CTQG gmail secretary account. File folders have been set up/established by past secretaries and information exists there. Documents can be kept there if required however the CTQG website has places to keep important information such as minutes and other pertinent guild documentation.
  - Communicate with the guild webmistress should issues arise with access to the secretary gmail account.
    - Each new executive member will be re-assigned new passwords to access their specific gmail account by the webmistress, and exiting executive members will lose access after the hand-over meeting.
- Respond to CTQG g-mail enquiries addressed to the secretary.

- Occasionally members or non- members of the guild request information. You are responsible to discuss with the appropriate guild executive member first and then respond accordingly, or pass on the question to the appropriate executive member.
- Sign CTQG cheques, as required.
  - The secretary is one of three individuals with signing authority. Two signatures are always required on all CTQG cheques and as such, the secretary may be called to sign. Verification as to what is being paid, the amount and to whom the payment is being made to should be discussed with the individual writing the cheque (i.e. Treasurer).

## Treasurer (a background in bookkeeping or accounting is an asset for this position)

- Manage all funds of the Guild, deposit receipts, and disburse monies as authorized by the Executive Committee;
- Maintain all records necessary for the annual examination and prepare reports as required;
- Ensure that the Annual Financial Examination is executed yearly;
- Provide monthly financial statements to the Executive Committee;
- Post the trial balance, and the most recent financial statement tabled at the Executive Committee, at every Guild meeting; and
- File annual tax return with Canada Revenue Agency.

## Programme Chair

- Responsible to plan program for guild meetings September to June
- Monthly Guild Meetings
  - Book speakers and coordinate their visit;
  - Introduce speaker on stage;
  - Arrange for equipment with MIFO centre (screen, extra tables on stage); Bring guilds projector if required;
  - Prepare cheque requisition to pay speaker;
  - Present cheque and obtain receipt;
  - Social Evenings December and June. (usually no speaker) plan games or entertainment;
  - Arrange with MIFO for round table setup; and
  - Purchase refreshments.
- Bring and Brag
  - Purchase gifts for monthly Bring and Brag. (Approx \$25.00 value per month);
  - Arrange for volunteers to hold up members Quilts;
  - Distribute raffle tickets to participants - one per item;
  - Hold draw after projects are shown; and
  - Purchase tickets when required.
- Monthly Guild Executive Meeting
  - Attend monthly Executive meeting (approx 2 hours);
  - Provide update on program activities; and
  - Provide summary of activities for the Annual General Report.
- Contribution to Monthly Newsletter
  - Prepare submission for monthly newsletter to include speakers photograph and short biography; and
  - Identify Shop of the Month in the submission; and

- Submit updates on any program related items such as challenges.

## Shop of the Month

- Book shop of the month for each monthly meeting / coordinate the booking,
- Arrange for 2 raffle baskets (vendors value \$75.00) and payment for these baskets/prizes'; and
- Deposit cash from raffle

## Community Project Chair

- Below are the general tasks for Community Projects.
  - Provide an outlet for Guild members to donate their handiwork at guild meetings;
  - Be responsible for Community Outreach by promoting the Guild in community events (e.g. Quilt Show);
  - Determine where quilts can be donated (a comprehensive list of clients has been established along with the contact information);
  - Ensure that the quilts are given to appropriate charities (delivery of quilts to the established charities);
  - Sit on the executive committee (meetings are held virtually via ZOOM)
  - Manage and report on a small budget.
- Additionally the Chair (or Co-Chairs, role is shared) do the following:
  - Keep a tally of quilts donated to each charity for inclusion in the Annual Report,
  - Keep a list of kits taken by members,
  - Create "quilt kits" for members to make quilt tops,
  - Purchase necessary supplies (i.e. fabrics, batting, tickets, labels for kits, etc)
  - Store fabric, batting and any quilt kits,
  - Run "challenges" to ensure quilt tops can be quilted
  - Bring kits to guild meetings,

## Membership Chair

- Between Meetings
  - Order and pick up name tags from Regimbal Awards and Promotions in Canotek – order usually takes 1 week;
  - Pick up four fat quarters from Quilty Pleasures - One for guests and three for prize draws for regular membership;
  - Update membership list on Excel spreadsheet;
  - Email updated list to webmistress to be uploaded on executive-only section of website;
  - Manage money from meeting-registrations, name tags and pins, fill out receipts and deposit voucher to give to treasurer;
  - Manage expenditures and fill out payment vouchers and receipts to give to treasurer;
  - Prepare sign-in books for guests and members;
  - Write article for newsletter as needed;

- Make monthly report for Executive meeting; and
- Keep records and prepare annual report.
- During Guild Meetings
  - Bring float of \$50.00, updated membership list, blank membership packages (cards, forms, and receipts), guild pins, the two sign-in books, pens, number discs and fat quarters for draw, receipt book, and old name tags, receipts, and pins that haven't previously been collected;
  - Facilitate sign-in of members and guests at meetings – check for membership cards;
  - Collect payment and write receipts for new memberships, guest fees, and sale of names tags and guild pins;
  - Make sure guests are comfortable at meetings and, if appropriate, find a host to show guests around;
  - Facilitate draw for attendance prizes and sort out number discs; and
  - Keep track of who has helped with membership for “thank-you” fat quarters at the June meeting.
- Yearly Duties
  - March Prepare membership form for next year for approval of executive
  - April
    - Send the new form to webmistress to be posted on the website
    - Request and sign up volunteers for membership blitz: May and June – Eight volunteers September – Four to six volunteers October – Four (if required)
    - Print 280-300 membership cards (Sure Print and Graphs has the mock-up), stamp and sign about 200
    - Copy 50 membership forms
    - Purchase and stamp eight receipts books (Dollar Store)
    - Prepare 6 membership packages, ( forms, cards, receipts books, and instructions) with \$50.00 floats
    - Establish who gets free memberships and notify treasurer (executive members from July to June of the previous year)
  - May
    - First membership drive. Include membership forms and instructions in the May newsletter for members to fill out. The new year will begin and the membership card is required for the September meeting
    - Prepare the new year's list with the pre-purchased registrations and send new membership list for the website
  - June Second membership drive
  - September
    - Third membership drive.
    - Check membership cards at meeting. Everyone must be using new cards. (Membership card colours 2020/21 Yellow 2019/20 Green )
  - October Fourth membership drive
  - November No specific tasks
  - December
    - During Quilt Show years, membership must be purchased by December 31 to exhibit a quilt in the show
  - February No specific tasks

## Newsletter Editor

- The Newsletter editor must be able to learn how to use MS Publisher and manipulate the various forms of input received by contributors. Input comes in many forms: Word, Publisher, email, pdf, jpg, etc. It's generally straightforward, but there are times that you will need to "google" how to do something. It takes a few to several hours every month to assemble the newsletter.
- The overall process is outlined below. However, Step-by-Step guides will be available to walk you through the technical aspects.
  1. Committee members submit input for the newsletter each month. You decide what your deadline for receiving input is. At the beginning of the Guild year, verify advertisers with Newsletter Billing then add and remove as required. Be sure to add hyperlinks to new advertisers.
  2. Advertisers' business cards: Encourage advertisers to send electronic versions of their business cards. The easiest formats to work with are .png and .jpg.
  3. Assemble the newsletter with the latest info. Be sure to update the "Master Page" and add/test hyperlinks.
  4. Send to Newsletter Billing for proof reading
  5. Export to pdf.
  6. Post to website (by sending PDF file to webmaster gmail account; webmaster will inform you when it is posted and provide you with the link).
  7. Send mass BCC (blind courtesy copy) email to the membership. (copy and paste addresses from excel spreadsheet provided by Membership). Advise membership that newsletter is available on the website and provide link to the website (we don't send the newsletter – just the link to the website) Be sure to include caveat at end of email.
  8. Attend monthly Executive Committee meetings.

## Newsletter Billing

- Solicit advertising for newsletters; and
- Prepare invoices, distribute and follow up on collections as appropriate
- In early July, send an invitational email to all businesses who currently have an advertisement in our newsletter (a list will be provided along with the email that was sent out last year, as a working suggestion).
- At the same time, send an invitational email to new businesses who might wish to advertise in our newsletter (a list of businesses that were solicited last year but chose not to advertise will be provided — this email should be worded carefully). In each email, the cost of the advertising and Guild's address should be clearly indicated. Also request a new business card to be included. A few businesses have sent a pdf file to our gmail, which should be forwarded to the newsletter executive member.
- If you are shopping at any of the shops during the summer, introduce yourself and ask if they want to save time by giving you a cheque. Make sure that you have the receipt book with you (this will be provided with the other documentation).
- In early September, the executive member in charge of retrieving the mail from the post office box will let you know which businesses have sent in their funds for advertising. After the first executive meeting, send a follow-up email to those businesses who have not replied to your original email for

both new and existing advertisers (last year's email in included for reference). Those businesses who are currently advertising in the newsletter but have not sent in their funds by the end of September will be taken out as of the October newsletter.

## Library

- Purchase books, magazines and other items for members to borrow; Items purchased are items that have been requested from Membership or are new/popular books/magazines or rulers. Librarian purchases said items, fills payment voucher form, Treasurer reimburses.
- When the products are received, the Librarian
  - Assigns the next available number from the Library Excel spreadsheet to each new book, magazine and ruler
  - Stamps the item with the CTQG stamp.
  - Prepares a pocket with the number on the top right side of the opening of the pocket
  - prepares a card with the number of the book on the top right-hand side, writes the title of the book starting on the top left, underneath that, print Author's name. Puts a line across below the Author's name, and another line one line down horizontally. From there the card is divided vertically into three. At the top of the first column enter NAME, the second column PHONE NUMBER, and the last column is DUE DATE. The card goes into the pocket that we had previously glued in the back of the book.
  - Decide what category the book, magazine or ruler goes in. Add a coloured sticker according to Library categories on spine of book.
- Maintain and make available on the CTQG website a catalogue of items in inventory on Excel spreadsheet;
  - The assigned number is first added to the Excel spreadsheet, then title, the Author starting by Surname, first name, category, publisher then finally publishing date. Once all new acquisitions are entered in Excel spread sheet, save document, send the new file (catalogue) to the webmistress and to Newsletter Editor.
- Manage the library at guild meetings;
  - Librarian should arrive at approximately 18h00 to set up Library for Guild meetings by removing the books, magazines and rulers from the cabinet and to spread them on tables with the help of volunteers. Remove from cabinets the box of pens, stamps etc. The date stamp must be updated to correct return date.
  - Prepare the "Return table" and "Take out table". Members only can take out items from the Library. One volunteer manages the articles that are being taken out. Before taking out books, the member must show membership card to the volunteer. The member signs her name and phone number on the card. The volunteer stamps the due date on the pocket of the book and on the card. Another volunteer takes in the books that are being returned. The card is found in the card box that matches the book and enters it in the pocket. Another volunteer takes the returned books and put them on the correct table according to the colour sticker on the spine of the book. If the book is overdue the volunteer collects the due charges of 1.00 per book per month.
  - Towards 19h15, the Volunteers will start to return the books to the cabinet. A deposit voucher is filled out with the amount collected from overdue books. The voucher and money will be given to the Treasurer at the next Executive meeting or at the Guild meeting.
- Accepting donated books and magazines;

- Many quilters donate their old books and magazines. The Librarian must decide which books and magazines will be added to the Library inventory and those that will be go to the annual book sale in June. The criteria are the publishing date of the book and whether the books are duplicates.
- Conduct Annual Inventory;
  - All Members are to return their items from the Library at the May Guild meeting. Members of the Guild cannot take out books during the May Inventory. Note: At the June Guild meeting, Members will be able to take out items from the Collection over summer.
  - Four copies of prepared lists will have been made from the Excel spreadsheet for the books by ascending number. One copy each of the list of magazines, rulers, and fiction books.
  - With the help of eight volunteers, the Librarian will conduct an Inventory of the Collection.
  - The Librarian organizes the Volunteers by teams and they record all the items that have been assigned. The Volunteers will check the pocket cards for frequency of use and if the item requires a new card or pocket. Any obsolete or outdated items will be withdrawn and put into the Book sale. To withdraw the item from the Collection, put an X on the number of the book, delete the book in the Excel sheet and remove card from the pocket.
  -
- Manage annual book sale;
  - Book sale takes place during June Guild meeting (books that have been deleted from the Library and those donated to the Guild)
  - Enlist volunteers to run the sale.
  - Fill out voucher from the sale of books and forward to Treasurer.
- Prepare an annual report of library highlights to be included in Presidents annual general meeting report.

## Quilt Show Co-ordinator

- Plan and manage the quilt show;
- Maintain or delegate someone to maintain a record of financial transactions with respect to the Quilt Show to be submitted to the Treasurer; and
- Record or designate someone to record minutes of all quilt show meetings and report at Executive meetings.

## Website Administrator

- A background in maintaining websites is an asset for this position.
- Duties related to the website:
  - Maintain content, design, and functionality of Guild website.
    - Website content is typically provided by the executive committee members (e.g., Workshops Chair provides info for the Workshops page; Newsletter Editor provides the newsletter for uploading to the website, etc.).
  - Collect and report on website statistics for the year-end Annual report;
  - Ensure contracts for domain names and hosting services are kept current;
  - Maintain permissions for appropriate access to website and web development tools;
  - As required, change password for access to Executive-Only page and inform committee members of the change
- Duties related to the email addresses assigned to the officers of the guild for guild business:



- Maintain a list of all email addresses and passwords assigned. Website Administrator account is the Recovery email for the accounts.
- When an executive committee member changes:
  - Assist new and exiting members in reassigning the recovery phone number to that of the new committee member. Recovery email address does not change/remains that of the website administrator.
  - After the handover meeting between new and exiting member, change the email account's password and provide the new password to the new executive committee member.
  - Assist in troubleshooting email access issues

## Retreat Chair

- Plan and manage In Town retreats;
- Select dates for three sets of retreats- Autumn, Winter and Spring;
- Book venue (presently at Notre Dame des Champs);
- Plan and coordinate food and beverages;
- Maintain an inventory of equipment and supplies owned by the guild;
- Attend all retreats or appoint a designate to do so;
- Maintain an annual budget; and
- Prepare an annual report of retreat statistics for President's annual general meeting.

## Sew Day Chair

- Unlock and turn off alarms in the hall
- Unlock and lock cabinets and storage space
- Retrieve and return ironing tables to storage area
- Assemble and put away cutting tables
- Collect and tally Sew day fees
- Sweep hall at the end of sew day
- Take out the garbage
- Lock and set alarms in the hall
- Prepare an annual report of Sew Day statistics for President's Annual General Meeting.

## Workshop Chair

- Seek out qualified instructors to teach various workshops from September to June; keep in mind that the chosen workshops should provide variety, or enhance skills, or try a new technique, or what's trending, or anything you believe might meet the interests of Guild members.
- Book venue, ideally Notre Dame des Champs Recreation Centre (3659 Navan Road) with the City of Ottawa. You will also be required to book other Guild activities like Retreats and Sew Days.
- Establish price of workshops; being a non-profit organization the goal is to provide a fun day for our members preferably at a cost recovery basis, not a profit basis. Stay within the given budget.
- Publicise workshops in appropriate venues such as our monthly meetings, our Newsletter, on our Facebook page, or reaching out to other local guilds.

- Monitor [ctgg.workshops@gmail](mailto:ctgg.workshops@gmail.com) emails daily for possible questions re workshops or registration requests. Confirm registrations by email and provide all relevant details about the workshop. Once a participant has paid the workshop fee, send the Instructor's Supply List & Homework information. Always verify with our Treasurer that payment has been received before sharing this information. Use whatever method works best for you to keep track of logistics (ex. Word tables or Excel sheets)
- Plan and manage the workshop events including sending a reminder email the week of the scheduled workshop, arriving before the start time to unlock doors, deactivate alarm systems, get keys in the locker, help set up, etc. Ensure the venue is clean upon closing/locking up.
- Attend Executive meeting once a month.
- Attend Guild meeting once a month.
- Prepare Revenues & Expenses Report for the Annual Report/Meeting.