

Alpine Quilters

Description of Duties

Officers

Chair

- Shall preside over all meetings.
- Shall appoint committee chairperson and members as may be needed to carry on the activities.
- Shall be an ex-officio member of all committees except Nominating Committee.
- Shall represent the Alpine Quilters as needed, i.e., signing contracts for meeting space or for guest speakers, etc.
- Prepares an agenda for the Board and Membership meetings.
- Checks guest book on Web site weekly and replies as needed.
- Brings Alpine Quilters' quilt stand to meetings.

Co-Chair

- Shall assist the Chairperson as needed, acting in the Chairperson's place when required and perform all Chairperson's duties as above.
- Shall be a signer on contracts for meeting space, guest speakers, etc. in the absence of the Chairperson.
- May take the Chairperson's office the next year after term as Co-Chairperson.

Secretary

- Shall keep all minutes of the meetings, record of attendance, and handle all correspondence as directed by the Chairperson.
- Forwards minutes to forwards to Web master for publication.
- Makes hard copies of the minutes available at the next meeting for those members without internet access.

Treasurer

- Shall be the custodian of all monies and funds, and shall deposit them in such banks or financial institutions as shall be approved by the Alpine Quilters' membership.
- Shall be responsible for collecting monies and fees, and shall disburse them as necessary.
- Shall keep accurate and proper accounts of all financial transactions and provide reports of the treasury.
- Shall prepare an annual budget and present it at the September meeting for approval by a quorum.
- Shall be responsible for communicating to the Membership Committee those members who are paid.
- The Treasurer's books shall be turned over to the new Treasurer at the March meeting.

Co-Treasurer

- Shall assist the Treasurer as needed, acting in the Treasurer's place when required and perform all Treasurer's duties as above. May take the Treasurer's office the next year after term as Co-Treasurer.

Standing Committees

Hospitality

- Arrange for the meeting place.
- Hold door key to meeting place.
- Prepare room for the meeting and return room to the previous condition.
- Oversee refreshments, if any, and clean up, if needed.
- Obtain and coordinate door prize.
- Obtain and coordinate guest speaker's gift bag.
- Responsible for sending get well, sympathy cards, etc. on behalf of Alpine Quilters.

Library

- Maintain the books or other resource material owned by Alpine Quilters.
- Maintain an inventory file of all books and resource material.
- Be responsible for lending items to the members and requesting return of same.
- Responsible for setting up and staffing library table at regular meetings.

Program

- Plan and present programs to membership at the regular meetings.
- Be responsible for arrangements for housing, meals, and transportation of any guest speaker, as well as, any special needs such as sound systems or projector screens.

Publicity

- Prepare notices of meetings and events to be published in the Canyon Courier or other mountain publications at least one week prior to regular meetings.

Membership

- Receive all applications and dues for Alpine Quilters membership.
- Record all monies for dues and forward them to the Treasurer.
- Maintain all records of members to include name, address, phone number, and e-mail if included.
- Furnish a copy of the current roster to each member by May 15.
- Register members and guests, and welcome guests at the regular meeting.
- Prepare member packets.
- Prepare mailing labels when required.

Webmaster

- Create, design and maintain the Alpine Quilters website in accordance with Chairperson and committee chairpersons.

Budget– Chair, Treasurer, one Program Committee member, one member-at large

- Assist the Treasurer in preparation of an annual budget and present it at the September meeting for approval by a quorum.
- Budget requests from committees are due in August and the budget is presented for approval in September.

Special Committees

Evergreen Arts Council

- Promote Alpine Quilters' participation in the Council and affiliates' art/fabric displays.

Historian

- Collect and preserve the history of Alpine Quilters.
- Photograph "Show & Tell", guest presentations, and special events; coordinate with Webmaster for web posting.

Newsletter

- Send an informal monthly reminder via e-mail of the many events of Alpine Quilters and the broader quilting community that will be going on in the next few months.

Nominating – three members appointed in February

- Present a slate of officers at the March meeting

Ways & Means

- Develop and implement fundraising strategies

--Updated January 2007