

Wilkes County Quilters, Incorporated
Committee Structure
Revised 2014

The Wilkes County Quilters, Incorporated (hereafter referred to as WCQ, Inc.) committees and their primary descriptions and responsibilities are listed below.

General Committee Information

- All committees are to be in direct communication with the WCQ, Inc. Executive Board
- Each committee will consist of active members of WCQ, Inc. They may sign up for the committee or be appointed by the President.
- The President serves as ex-officio member on all committees.
- Committees are created for the period of two (2) years when possible.
- All committee chairpersons are expected to attend Executive Board meetings.
- WCQ, Inc. members may serve on more than one committee but may not chair more than one committee.
- All committees will submit an annual report reflecting activities and accomplishment of goals.
- Committee budget requests will be presented at the annual Executive Board Budget Meeting.
- Any contracts entered into on behalf of WCQ, Inc. committees must be reviewed by a member of the Executive Board in addition to the individual member requesting the contract.
- A record must be kept by each committee chairperson of all monetary donations made to WCQ, Inc. through their committee to be turned in to the Treasurer at the end of each fiscal year.

Community Service

- Organize WCQ, Inc.'s community service activities.
- Identify and plan workshops specifically for community service activities, identifying date, time and place.
- Coordinate delivery of items.
- Coordinate committee activities with Publicity Committee to ensure media coverage of these activities.

Hospitality

- Provides drinks and paper supplies for the monthly General meetings.
- Recruits donation of refreshments from members.
- Reminds members when they have volunteered for refreshments.

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Intraguild

- Coordinate retreats, shop hops, road shows, field trips, etc.
- Develops a WCQ, Inc. Quilt Challenge according to guidelines developed by the committee.
- Coordinates monetary awards, ribbons and awards recognition of Quilt Challenge winners.

Library

- Responsible for all books and video materials donated or purchased for the use of WCQ, Inc.
- Responsible for library being open at General Meetings.
- Keep updated hard copy inventory of library materials.
- Maintain records of items checked out or in.
- Propose and purchase books and/or materials needed for WCQ, Inc.
- Periodically remove unused or worn out inventory.

Membership

- Collect annual dues and other fees.
- Maintain a membership roster and attendance records.
- Distribute the membership roster to the membership annually. Provide new member information and member updates to the Newsletter.
- Provide names tags and WCQ, Inc. pins to new members.
- Prepare application forms for prospective members.
- Provide new members with necessary information, i.e. By-Laws, Policies, Committee Structure, etc.
- Collect fees at each meeting for donation to facility, give money to treasurer and provide information to Secretary.

Newsletter

- Prepares a monthly newsletter approximately one week before each General Meeting.
- The newsletter should include, but is not limited to, notification of the date, time and location of the next General Meeting, Board Meeting information and any business requiring formal notice.
- Provides a copy of each newsletter to each member through either the member's email, USPS or WCQ, Inc. website.

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Programs

- Prepares monthly program for General Meeting.
- Develops and prepares workshops including the procurement of facility, refreshments, kit fees, etc.
- Schedules and coordinates contracted teachers, travel arrangements, motels, meals etc. If possible, schedule a lecture/demo by the teacher the evening before the workshop to maximize the expertise of the teacher.
- Provides information to the Newsletter and also to the Publicity Committee as appropriate.
- Takes reservations and collects any fees from members for the workshops.
- Identifies guidelines and provides supply list to members who have paid the required fees.
- Retain a copy of each signed teacher contract.

Publicity

- Develops and distributes news releases concerning WCQ, Inc. activities.
- Responsible for publicizing the Quilt Show and other events with area newspapers, publications, radio and TV.
- Place monthly General Meeting notices in the local papers indicating time and place.

Quiltmakers

- Design and organize creation of annual raffle quilt as requested by WCQ, Inc.
- Design and organize creation of fund raiser quilts for outside non-profit groups as requested by WCQ, Inc.
- Design and organize creation of outgoing President's Quilt.

Quilt Show

- Responsible for organizing the Annual Quilt Show.
- Responsible for set-up and take-down of the Quilt Show.
- Solicit vendors and provide contracts and collect deposits ensuring adequate number of vendors for the Quilt Show.
- Retain vendor contracts and give Treasurer vendor deposit money as soon as possible.
- Identify a 'ribbon committee' for the development and design of all ribbon awards.
- Organize 'Viewer's Choice', design ballots, maintain voting box, and identify tellers to count ballots.

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Quilt Show continued:

- Design a program of the quilts on display if appropriate.
- Prepare description labels for all quilts and categories in the Quilt Show.
- Develop information and registration sheet for entering items in the Quilt Show, including but not limited to dimensions, categories, insurance value and limitations.
- Log items for display. Check in items on set-up day and give receipt. Check out items on take-down day.
- Arrange for Judge for Special Awards and Challenge Quilts to be judged after Quilt Show is hung.
- Arrange for payment and any assistance the Judge may need.

Scrapbook

- Maintain a scrapbook composed of publicity, pictures and mementos of WCQ, Inc. activities and events.

Special Events

- Coordinate annual picnic.
- Coordinate End-of-the-year holiday celebration.

Sunshine

- Responsible for sending appropriate messages and/or small gifts to members upon births, deaths, surgery and other major occasions in the member's immediate family. In the event of the death of a Lifetime member or an Active member of WCQ, Inc., the Sunshine Committee will make the decision to send flowers or make a donation in the amount of \$75.00 depending on the family's preference. (Addendum approved by WCQ, Inc. by Executive Board on October 5, 2015.)

Ways and Means

- Prepare raffle tickets for distribution and sale.
- Organize and coordinate the Boutique at the Annual Quilt Show including receiving donations and the pricing and display of items.
- Organize and coordinate the Silent Auction at the Annual Quilt Show.
- Communicate and coordinate with the Quilt Show Committee.
- Coordinate other fundraising activities of WCQ, Inc.

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Any changes and/or additions to the WCQ, Inc. Committee Structure or the WCQ, Inc. Policies and Procedures must be approved by the WCQ, Inc. Executive Board. If an active member wants a change in either document, it must be submitted in writing to the Executive Board via the Day or Evening Directors at Large.

Respectfully submitted by,
The Policies, Procedures and Committee Structure Committee
Janice Earp, Chairperson
Terry Staley
Lynn Osborne
Terri Kuneyl
Madra Prater

- Approved by the WCQ, Inc. Executive Board on: April 1, 2014