

QUILT GUILD BY THE SEA

QUILTS OF VALOR JOB DESCRIPTION

Updated January 2017

Monthly Guild Meeting **(Second Tuesday of the Month)**

- Prepare and present a report for the membership
- Cut and prepare enough small kits (such as Saw Tooth Stars) for members to bring home and sew
- Collect the sewn small kits, bring them home and organize them by style and colors
- Bring quilted but uncompleted quilts for members to bind and to make pillow cases
- Collect the completed quilts, bring them home
- Make sign-up sheet for the upcoming workshop

Workshop **(Third Tuesday of the Month)**

- Cut and prepare enough large kits (all blocks and pieces of fabrics required for top)
- Plan scrap blocks (i.e. using all strips)
- Get to the church at least a half hour before the scheduled workshop time to set up the room before the members arrive
- Instruct members on what there is to do and sew
- Collect all finished projects to bring them home
- Close out the room as instructed by the church

General

- Order fabrics as needed
- Fill out and mail request reimbursement for purchases from QGbtS or the QOV Foundation
- Store all fabrics, blocks, tops and quilts at home
- In December and January, collect the \$5.00 donation from the members for QOV Foundation membership and send the members and guild's contribution to the Foundation by the 20th of January.
- Cut and prepare a backing for each QOV top
- Request longarmers from the QOV Foundation and others
- When paired with a longarmer, box the tops and backings appropriately and mail them to the longarmer.
- When the quilts get back from the longarmer, cut and size the borders, prepare a binding and pillow case, place it all in a bag and bring it to a guild meeting or workshop for a member to complete
- Organize and plan all the awards that are sent to us from the QOV Foundation
- Organize and plan all other local QOV events
- Prepare a paragraph and picture for the monthly QGbtS Newsletter
- Send pictures for Facebook