

SANTA CLARA VALLEY QUILT ASSOCIATION

Ad Hoc Opportunity Quilt Mom

TERM: Appointed

You will find the responsibilities are relatively simple and will fit into whatever time you have to devote to them.

1. Arrange with quilt shops to display the quilt and sell tickets.
2. Display the quilt at other guilds' meetings and sell tickets.
3. Show the quilt at our guild meetings and any other venue that is available e.g. PIQF, Harvest Festival.
4. Keep records of the ticket sales. Turn money in to the Treasurer.
5. Contact Mancuso Bros. in May or June for a booth at PIQF.
6. Start sign-up sheets 2 months prior to quilt shows etc. for volunteers to staff the shows.
7. Sign-up volunteers for white glove duty for PIQF.
8. Keep track of number of tickets so there are always some tickets available to sell.

Written March 2007

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: FIRST VICE-PRESIDENT

TERM: 2 years

The First Vice President shall:

1. In the absence of the President, serve in the order of that office and perform such duties assigned to the President.
2. With Second Vice President, determine the calendar for the year.
3. Submit a calendar of events to the church, including programs, classes, and tie-ins.
4. Submit a calendar of board meetings to hosting quilt shops.
5. Attend all Board meetings.
6. Keep job descriptions updated.
7. Be authorized to co-sign checks of the Association.
8. Manage all the physical equipment of the Guild.
9. Manage the Association's storage sites and keys.
10. Maintain current inventory of the Association's equipment.
11. Keep an accurate record of expenses.
12. Present a budget to the Treasurer for your position/committee for the following year by August first.

Contacts: Church: Doug Brooner (408) 377-9053

The Granary: Paula (408) 7 35-9830

Prairie Queens Quilt Shop: Debbie (408) 206-4616

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: SECOND VICE-PRESIDENT

TERM: 2 years

The responsibility of the Second Vice President is predominantly chairing the Programs committee of SCVQA, including:

1. Locate, negotiate and contract with future guest speakers, including selection of lecture and class themes.
2. Arrange and coordinate all necessary travel, accommodation and meal arrangements required by guest speakers.
3. Coordinate with guest speakers for class samples, supply lists and PR pieces to advertise class at guild meetings. Create and manage class signup sheets.
4. Coordinate with other local guilds and quilt shops regarding guest speakers in an effort to share guest speaker's travel expenses.
5. Coordinate with other committees regarding availability of facility for meeting and class dates, equipment and hospitality requirements, etc.
6. Arrange for rented equipment, purchase of necessary supplies, etc.
7. Write newsletter articles and website collateral regarding guest speakers.
8. Reconcile money collected for classes and deliver to Treasurer.
9. Communicate with guild members regarding classes.
10. Solicit assistance from membership as guest hostesses, class signup, etc.
11. Be responsible for Programs equipment, including loudspeaker, extension cords, quilt racks, etc.
12. Present budget to the Treasurer for your position/committee for the following year by August first.
13. Attend all Board meetings.
14. Keep an accurate record of expenses.

Second Vice President will present to Board problems, which arise regarding Programs. Second Vice President will submit to Board ideas for changes in meeting program(s) that are out of the ordinary for the type of program to which guild members are accustomed.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: RECORDING SECRETARY

TERM: 2 years

The Recording Secretary shall:

1. Record the minutes of regular, special, and Executive Board meetings.
2. Send a copy of the regular Board Meeting minutes to the Newsletter Chairman for publication.
3. Keep a secretary's book with all minutes in it.
4. Keep an accurate record of expenses.
5. Present budget to the Treasurer for your committee for the following year by August first.
6. Attend all Board meetings.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: TREASURER

TERM: 2 years

The Treasurer shall:

1. Be the chief financial officer of the Association.
2. Have the general care and custody of all securities and funds of the Association.
3. Collect and disburse the funds of the Association.
4. Present a financial report at each meeting of the Executive Board and send a copy to the newsletter chair.
5. Cause an annual review to be made.
6. Be authorized to cosign checks of the Association.
7. Present proposed budget of the Santa Clara Valley Quilt Association to the Board and to the general membership for approval at the September meetings.
8. Attend all Board meetings.

A. CHIEF FINANCIAL OFFICER

1. Be the chief financial officer of the Association. This involves being the signator on any and all bank forms, loan forms, real estate papers, and filing all necessary tax returns.
2. Have the general care and custody of all securities and funds of the Association.
3. Maintain bank account balances at respectable, insured banking institutions.

B. COLLECTING AND DISBURSING THE FUNDS OF THE ASSOCIATION

1. Maintain checking account in current status. Post all transactions to appropriate ledger sheets.
2. All incoming funds to the association are handled by the treasurer and credited to appropriate accounts, i.e.: building fund, general association.
3. All checks are written by the treasurer and countersigned by the president or 1st Vice-President of the association. Receipts are necessary for all disbursements and these receipts are stapled to the check copies and retained monthly as a permanent record.
4. Checkbook needs to be updated regularly and interested needs to be posted to our ledger records and reported as income to the association.
5. Keep watch on total association funds to insure that balances do not surpass insured amounts at banking institution. If necessary, move funds to another institution to keep insurance in effect, with approval of SCVQA Board.
6. Reconcile all checking account and bank statements at the end of each month (as soon as the statements are available).
7. Any time a speaker is to receive compensation from the Association, a 1099 tax form from the IRS should be filled out.

C. MONTHLY FINANCIAL REPORT

1. Present a financial report at each meeting of the Executive Board and email a copy to newsletter chair.
2. Copies of each report are to be given to each board member at the monthly board meeting.

3. Financial reports are to reflect the correct financial statement for the given monthly period, i.e., expenses and income.
4. Budget reviews are to be made available at three-month intervals so that each board member is aware of how much of her budget remains.
5. The ledger sheets and supporting materials (receipts, duplicate bank deposits, bank statements) are to be filed at the end of each period for permanent keeping.

D. OTHER DUTIES

1. Cause an annual review to be made.
2. Get budget from all committee chairs by August first of fiscal year.
3. Present proposed budget to the Board for approval at the September Board Meeting and to the general membership in the September newsletter.
4. Inform President of all activities in the accounts.

E. TIME FRAME OF REFERENCE

November: Wells Fargo Safety Deposit Box fee due.

December: Bulk mail annual permit renewed with Post Office;
Sales tax report due for 12/31 (4th quarter - Jan. 15)

January: Franchise Tax board, non-profit organization fee due. Do annual review.

February: California annual corporation filing fee due.

March: Six-month budget review due; sales tax report due.

April: Annual Post Office Box rental fee due.

May: Quilt Show

June: Annual insurance bill due; sales tax report due.

July:

August: Prepare budget for presentation at September Board meeting.

September: Association budget presented to Board; sales tax report due.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: PARLIAMENTARIAN

TERM: 2 years

The Parliamentarian shall:

1. Assure that the proper parliamentary procedure is followed at all meetings.
2. Be on the Bylaws Committee.
3. Chair the Nominating Committee.
4. Be responsible for providing and counting ballots when necessary.
5. Attend all board meetings and be prepared to make a progress report at each Board meeting.
6. Keep available (and be familiar with) at all meetings: Bylaws of the Santa Clara Valley Quilt Association (SCVQA) and Roberts Rules of Order.
7. Form a committee to assist in the duties of the Parliamentarian. It is recommended that there be three people for this parliamentarian group separate from the Nominating Committee for these reasons: (a) Backup if Parliamentarian is not available at a meeting and (b) Consultation if a question arises about procedure.
8. Keep an accurate record of expenses.
9. Present a budget to the Treasurer for your position/committee for the following year by August first.

A. BYLAWS COMMITTEE

1. With the President and First Vice President, review the Bylaws.
2. Make the necessary changes to be presented to the Board for discussion and revision.
3. Make final copies to be presented to the Board for approval.
4. Email a copy to the Webmaster to publish on the web for members to read.

B. NOMINATING COMMITTEE

1. The Parliamentarian shall:
 - a. Become familiar with people who are qualified for office by attending meetings and functions of the SCVQA throughout the year and by consultation with committee members.
 - b. Form a Nominating Committee no later than February (so that they have time to become familiar with qualified people) with the advice and consent of the Board, consisting of five (5) active members with no more than two (2) being from the Board.
 - c. No nominating committee member shall serve two (2) consecutive years except the Parliamentarian - (as stated in previously written job description).
 - d. Advise the President of SCVQA the names of nominating committee members.
2. The Nominating Committee shall:
 - a. Submit its slate of candidates for each open position to serve on the Board of Directors by the May Board of Directors meeting.
 - b. The list shall be filed with the Recording Secretary, published in the June Newsletter, announced at the June and July membership meeting.
3. Election of Directors shall be at the July and August general meetings and may be by voice or written ballot.

4. The president is not an ex-officio member of this committee.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: MEMBERSHIP

TERM: 2 Years

The Membership chair maintains a current and accurate membership database. Provide membership cards each year, name tags, membership brochures, new member information sheets, membership renewal forms, affiliate information for newsletter and website, monthly updated membership lists to newsletter and be in charge of the New Member Tea twice a year. Attend all general monthly meetings setting up the Membership table. Attend monthly board meetings and report the current membership head count.

The SCVQA Membership year runs October 1 to September 30 of the next year.

1. Membership Lists: Keep various categories distinct: regular members, newsletter only members, affiliates, and those that pay no dues- Guilds.
2. Mailing Labels: Print mailing labels monthly for newsletter mailing chair. There are some members who pay extra for first class mailing. Sort these labels alphabetically before printing. The remainder labels are bulk mailed and need to be sorted by zip codes before printing.
3. Rosters: Print a roster of all current members. Make the cover sheet the same color as the cards to easily determine each year at a glance. These should be printed in January. These rosters are to be given out only to current members and not to guests.
4. Updates: Provide monthly updates on membership information (head count) to the newsletter editor, she relays this count to the printer. Provide updates to retreat chairs and program/workshop chairs upon request. Send an electronic update of current database to board members as needed. Affiliate updates also need to go to the newsletter editor and webmaster.
5. Online newsletter: Each member who subscribes to the online version of the newsletter needs to have their name submitted to the newsletter database, so they can receive their newsletter.
6. Membership cards: Provide these to all current members each year by attaching them to the newsletter in November. The rest have to be picked up at the membership table. New members get their card mailed to them along with the new member information sheet. Have a different color printed each year.
7. Name Tags: Print these for all new members and reprint new ones for existing members only upon request. Maintain a supply of badge holders for the nametags.
8. Membership Brochures: Maintain a supply of these and provide them to Affiliates, San Jose Quilt Museum of Quilts and Textiles and others upon request.
9. Information Sheet: Develop and maintain a new member information sheet.
10. Membership Table: At monthly general meetings, sit at the membership table, answer questions, provide information, and hand out roster to members only and membership cards. All guests are \$3.00 and new members joining-\$30.00. Give the new member her card and new member info sheet right then. Print out a name tag to be pick up at the next meeting. At the table there is a basket for fines--\$.25 for each member who forgets to wear their nametag. Give all cash to the Treasurer at the end of meeting.
11. New Member Tea: Maintain a list of newest members who have not yet attended a Tea. It is recommended to send our invitations to the tea by e-mail. Send around a sign-up sheet at a board meeting for volunteers to bring six salads and six desserts. Arrange for the venue and drinks.

12. Budget: Keep an accurate account of all expenses for the year. Present new budget to the August Board meeting for approval for the following year's budget.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: WEBMASTER

TERM: 2 years

Requirements

- Computer with high speed internet connection (DSL or Cable Modem)
- Familiarity with HTML, CSS, and FTP software

Duties:

Yearly

- Renew domain name registration
- Renew web hosting account
- Update web with list of speakers for upcoming year

Quarterly

- Back up website to CD
- Back up photos from guild meetings to CD

Monthly

- Attend board meeting
- Attend guild meeting and take pictures of Show & Tell, Speaker, etc.
- Update Web with new calendar items, new BOM, class information, etc.

The following tasks crop up occasionally:

- Update other pages as requested by various chairpersons.
- Manage mailing list for Board
- Manage mailing list for online newsletter list
- Manage email forwarders for board members
- Manage shopping cart system for Paypal account used for membership renewal

Attend monthly Board meetings.

Keep an accurate record of expenses.

Present a budget to the Treasurer for your position/committee for the following year by August first.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: Ways & Means

TERM: 1 to 2 years

Main objective: To produce revenue for Guild activities by collecting, storing, sorting, pricing, and selling quilt related items at the General Meetings to our members.

Necessary qualifications:

- Able to pick up and carry 35 pound boxes.
- Have storage room in your home or garage for 80 to 120, boxes, most *of which* are 10"H x 12W" X 16"D. There are a few Rubbermaid storage containers that are 66 gallon, 33 gallon, and 6 half a file box size.
- Vehicle large enough to bring, on average, 30 of these boxes to each meeting.
- Able to come to all General Meetings both morning and evening or two people working together so that both morning and evening meetings can be covered. Come to the meetings at least one hour early to set up the tables.
- Able to attend all Board Meetings on the Monday evening prior to the General Meetings.
- Chair or Co-Chair the Boutique Committee for the Quilt Show.

Collect donations at meetings and by appointment at home. Sort donations into appropriate categories. Price all non-fabric donations. Measure and price all fabric yardages. Bring items to be sold to General Meetings, set up and display for sale. Count and record the money earned by the end of the meeting and give it to the Treasurer before she departs.

The terms of this position are as follows: Terms beginning in an even calendar year (i.e.: 2006, 2008, etc.) are from July of the current year until November of the following year. In July you will begin working in the booth during the meetings with the current Board Member. In August and September you will begin meeting at the current Board Member's house for training and to familiarize yourself with the overall job duties. All boxes and supplies pertaining to the position will be transferred to the new member's house the weekend following the meeting in September or by October 1st. The new member will keep the boxes and supplies at her home until October 1st of the following year at the latest. The current Board Member will continue *to* help the new member at the meetings during the months of October and November if the new member requests her help.

Terms beginning in an odd numbered calendar year (i.e.: 2007, 2009, etc.) follow the above rules and they must also return to help Co-Chair the Boutique for the Quilt Show the following year-

The purpose of the above terms is to reduce the time one member has to store all the Ways & Means boxes to 12 months.

Revised 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: NEWSLETTER

TERM: 2 years

The Newsletter Committee shall:

1. Create and deliver to a printer and to the online subscribers a monthly newsletter; the content is determined by the SCVQA bylaws, communication needs of SCVQA board and members, and budget constraints.
2. Attend regular meetings to receive newsletter content from SCVQA board members.
3. Attend all Board meetings to receive newsletter content from SCVQA board.
4. Communicate newsletter deadlines to SCVQA board by email.
5. Communicate newsletter deadlines to SCVQA members by group email list.

Chair

1. Selects 1 to 3 people for the committee.
2. Inform President of members in your committee.
3. Recommendations discussed in committee and brought to Board for approval.
4. Advise President three days prior to Association general meeting if you have business to bring before the general meeting.
5. Present following year's committee and newsletter budget to Treasurer by August first
6. Keep an accurate record of all expenses.

Newsletter Routine

1. SCVQA Board meeting: collect any submissions from other board members, such as display advertising, classified ads, other guild newsletters that might contain dates of interest, quilt show postcards, etc.
2. SCVQA Regular meeting: collect submissions from SCVQA members, if any.
3. Week of SCVQA Board/Regular meetings: send email to SCVQA board reminding them to email submissions now for next newsletter.
4. Week of SCVQA Board/Regular meetings: send email to SCVQA Yahoo groups, reminding them to email submissions now for next newsletter.
5. Type or scan hardcopy submissions (e.g. classified ads, display ads).
6. Proofread all email submissions.
7. Use previous month's newsletter file as a template for current month. Good application to use is Microsoft Word, since many people are familiar with it.
8. Increase newsletter number by 1. Volume numbers stays the same for 12 issues, starting with the November newsletter, which contains October's board submissions.
9. Change all dates and times of next guild and board meetings, SCVQA calendar items, quilt show notices, etc. to reflect the next month's dates and times.
10. Delete all old content. Keep headers intact.
11. Copy and paste content from email into newsletter. Proof/edit as necessary.
12. Insert pictures from website Show & Tell as the last step, as filler.
13. Convert from proprietary format (e.g. MS Word) to PDF format current web
14. Server details.
15. Upload PDF file to SCVQA web server (contact webmaster for current web
16. Server details).
17. Email pointer to the PDF document to the printer and online newsletter group.

Notes on Articles

The placement of articles should follow a standard format. For example, if the newsletter is 10 pages long: Page 1: President's message, next meeting's program.

Page 2: Publication information as required by Bulk Mail Rules: name of publication subscription information. Other *nice to have* such as display ad rates, the newsletter editor contact info, name and email of printer.

Page 3: More information on programs, workshop registration forms.

Pages 4 through 7: Any order of articles/board reports

Page 8: Classifieds and Upcoming Events

Page 9: List of Board of Directors, Affiliates contact information.

Page 10: Outside cover, arranged so top half is mailing information, bottom half can be used for articles. NO ADVERTISING on outside cover.

Delivering to Printer

1. Delivery to the printer can be done electronically through email or in person by delivering a hardcopy master that's been printed from a laser printed.
2. Save the newsletter in PDF format. You can upload the PDF file to the SCVQA server.
3. Email the link to the printer and to the online newsletter group.
- 4.

Committee Members with whom you work

1. Membership chair tells you each month the current number of members. You add 20 to the final number of printed newsletters that you request.
2. Membership chair and webmaster are responsible for signing up the members who want online newsletter delivery.
3. The mailing person picks up the printed newsletters from the printer, places labels on every newsletter, and adds first-class postage for the members who've requested first-class delivery.
4. The printer bills the treasurer directly, so you do not need to worry about paying the printer.
5. The webmaster has details for uploading to the server. The webmaster also administers the email address, newsletter4scvqa.org.

Previous Newsletter Editors

If you need help getting started or would like some advice, contact these people:

2004-2006: Cindy Church, cindy.church@sun.com

2002-2004: Annette Truong, annettetruong@gmail.com

2000-2002: Anne Pasquale, annepasquale@earthlink.net

Reviewed 2006

SANT CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: Addendum to Newsletter—Mailing the Newsletter

1. Get the address labels from the Membership Chairperson at the monthly meeting.
2. Call the printer on the Monday after the meeting and find out when the newsletters will be ready. Pick the newsletter up at:

Copy Plus

1694 Tully Road, Suite D, San Jose, California

(408) 270-8989

FAX (408) 270-8585

Cell (408) 761-1553 Hours: 9:30 to 6 pm on weekdays, 10 to 2 pm on weekends

Owner: Francis, Employee: Jenny

We had an arrangement with the former owner of the copy shop to deliver the newsletter to my house free of charge if I couldn't get out there. Make whatever deal you like with Francis. He's been done so early in the day that I've had no problem with rush hour traffic picking it up myself. Do not let the printer give you the bill. Have the printer call the Treasurer.

3. Tape the newsletters.
4. Set the first class labels aside.
5. Cross your own name off the bulk labels. Number the bulk label pages. This will help keep them organized and make sure you don't drop a page as you go.
6. Get last month's paperwork to use as reference. These are "Postage Statement Nonprofit Standard Mail" and "SCVQA 3/5 Letter Nonautomated Permit Imprint". Fill out two copies of each form for this month. You will keep one set and turn one in to the Post Office.
7. If there are at least 10 newsletters of a zip code, count the labels together. Begin with 950xx. Label the flat. Count all of the same zip code mailing labels and record on the presorting list. It should match last month's list, probably. All 950xx go into the same tray, facing the front where the label is. They should be placed with the folds at the bottom of the tray so the labels can be viewed face-up while in the tray. After labeling all the newsletters in a zip code, count them and make sure the number matches the one you wrote on the presorting list.
8. Next do 951xx It also has its own box and label
9. Then comes 940xx. Use a small flat and label it. Even though we don't have enough pieces to qualify for the lowest price, we will help the Post Office consolidate mailings by doing this.
10. Next work on odds and mixed. They go into a small flat. Label the flat.
 - a. "A": count and bundle 936xx through 960xx and rubber band them together
 - b. "Mix: count, bundle and rubber band all other zip codes together.
11. The flats go into sleeves
12. Complete the 3/5 letter permit. There must be more than 149 newsletters per column to get the best rate. Complete the postage statement, doing the entire math. Remember, you need two completed copies of each. Campbell Post Office

500 Hamilton, Campbell, CA

(408) 378-0226

Hours: 9:30 to 1:30 pm weekdays for bulk mail

Park in the back in the "bulk mail" spaces near the loading dock. Weigh 10 newsletters and place them back in the container. You need to weigh them to find the number of ounces they weigh and the percentage of pounds they weigh too. The weight of one newsletter in percent of pounds needs to be recorded on the Postage Statement forms

13. The postal worker checks your math and stamps both copies of the postage statement. You retain one postage statement and one 3/5 letter permit form for our records. Ask how much money is left in our account and replace when needed. Ask the Treasurer for \$500 at a time.
14. First class: affix first class stamps and post at the front of any post office. Using the weight of each newsletter learned from bulk mailing, add additional postage if over one ounce.
15. Keep a supply of expense forms for items like tape and first class stamps. Save receipts for reimbursement.
16. Expenses and supplies you will need:
 - a. first class stamps
 - b. rubber bands
 - c. staples
 - d. tape
 - e. photocopies
 - f. flats, sleeves and labels from the Post Office, (no cost)
17. Bring extra newsletters and the empty label box to the Membership Chair at the next meeting. S/he sits at a table at the rear of the auditorium, so you can conduct all your business at once.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: PHILANTHROPY

TERM: 2 years

The job of the philanthropy committee is to coordinate the making and distributing of philanthropy quilts. The mechanics of how this is done are up to the committee.

The 2005-2006 committee borrowed ideas from other quilt guilds. The fabric stash is presently housed in the guild storage unit. Packages of tops, backs, batting, and binding were made available at the meetings. Occasional quilt-a-thons were held off site. Blind baby squares were made available at the meetings. Fund raising, i.e. a silent auction featuring quilts donated by guild members was held to purchase supplies. This was in addition to the budget provided by the board. The committee provided backs and batting and asked members to make tops to match. Take home kits and projects to be worked on at guild meetings added to the number of quilts produced. A "Philanthropy" presence is required at the guild's bi-annual quilt show.

The Philanthropy Chairperson duties include:

1. Attend all monthly meetings.
2. Keep an accurate account of all expenses for the year.
3. Present a new budget to the Treasurer for your position/committee for the following year by August first.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: CORRESPONDING SECRETARY

TERM: 2 years

1. Compose and send any letters required by SCQVA that are not done by other committees, including thank you's, get well, and condolence cards.
2. Purchase stamps and supplies for cards and letters.
3. It is a good idea to keep past address directories. Sometimes a card needs to be sent to a former member or to the family of a former member.
4. Attend monthly board meetings.
5. Keep an accurate record of expenses.
6. Present a budget to the Treasurer for your position/committee for the following year by August first.

Reviewed 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: RETREATS COORDINATOR

TERM: 2 years

This position will entail the coordination and overseeing of the execution of all Retreats sponsored by the Guild. A sub committee for each type of retreat is advised. Retreats should be roughly self-sustaining. They should neither bring in profits nor should they cost the Guild any monies.

1. Identify sites of the retreats.
2. Negotiate a reasonable and affordable price for the session and set dates for each session.
3. Determine if prizes and gifts shall be part of the retreat and then price the individual fee accordingly to all for this.
4. Submit a budget for the retreat, collect and keep track of monies, settle accounts payable, purchase necessary items and reconcile budget quickly after the event.
5. Advertise upcoming retreats to the Guild to generate interest in such and generate a roster of attendees; keep a waiting list if possible so the total attendance is always met.
6. Be the liaison for communications with the retreat site.
7. Either attend or have sub committee attend retreat to set the tone for the retreat and handle problems or emergencies.
8. Attend monthly Board meetings.
9. Keep an accurate record of expenses.
10. Present a budget to the Treasurer for your position/committee for the following year by August first.

Written 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: HISTORIAN

TERM: 2 years

The Historian shall:

1. Maintain historical records of previous Santa Clara Valley Quilt Association (SCVQA) meetings and events.
2. Collect new information of both old and new SCVQA activities from event coordinators.
3. Have the necessary qualifications:
 - a. Able to pick up and carry 30 pound boxes
 - b. Have storage room in your home or garage for 5 – 10 boxes, most of which are 10”H x 12”W x 16”D
4. Collect available records of SCVQA events including but not limited to:
 - a. Pictures
 - b. Old newsletters
 - c. Old rosters
 - d. Old publications
 - e. Articles in magazines or newspapers
5. Seek out historical papers and items relevant to SCVQA that are not currently in our archives.
6. Begin the process of reorganizing and cataloging our current collection. Begin the process of digitally archiving our current historical collection by the use of scanners and digital photography.
7. Attend monthly Board meetings.
8. Keep an accurate record of expenses.
9. Present a budget to the Treasurer for your position/committee for the following year by August first.

Written 2006

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: QUILT SHOW CHAIRPERSON

TERM: 2 years

The Quilt Show Chairperson shall secure a location for the bi-annual Guild show. She shall solicit members of the guild to head or work on various show committees. She shall inform the President and the Board of the members of the show committee(s) and attend the monthly board meetings to update the board on the show's progress. She shall hold regular meetings to ensure that the show committees are working smoothly and discuss and solve any problems. She should work with the President and Treasurer on the financial aspects of the show and present a show budget to the board in August before the show. She is in charge of checking for insurance coverage, providing security against theft, setting entrance ticket prices, and generally ensuring that the show runs smoothly.

Written 2006