

BLOCK OF THE MONTH CHAIR—Job Description

PREPARATION

- Encourage membership participation in the month block of the month program
- Each month prior to Board Meeting, select a block and make a sample.
- The blocks can be your own creation or may come from a publication. If the source is known, credit should be given on the handout.
- The block can be of any technique, pieced, hand or machine appliquéd, etc.
- Prior to General Meeting, prepare instructions, make copies of instruction. If fabric is to be provided, prepare appropriate pieces of fabric for handout
- At each General Meeting a block pattern for the following month is made available to the membership, with a sample block on display

MONTHLY MEETING ACTIVITY

- Arrive about 20-30 minutes early for each guild meeting to set up
 - Make sure that a table has been placed for the block of the month
 - Set up display back-drop/design wall
 - Set out raffle tickets and pens for the drawing
 - Set out a container into which participants can place their raffle ticket(s) into
 - Display next month's BOM sample and instruction sheet. Encourage members to sign up
- The drawing is open to all members who enter a block. There will be one chance given for each block submitted. Each member may enter as many times as they choose. (For fabric that was provided by BOM Chair, the Chair will decide on how many times a member may enter).
- As people arrive and deliver their completed blocks, see that they're arranged appropriately on the design wall.
- If more than (#) blocks are submitted, then the blocks will be split into two drawings. Each applicant is only allowed to win one drawing per day
- Coordinate drawing among the names of the participants and award the prize, when requested to do so by the President

POST-MEETING

- Return all materials to assign area of store room

BUDGET

- Submit a budget for the fiscal year
- Items purchased on behalf of the guild are reimbursable following these guidelines:
 - Obtained receipts for all purchases

- Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 days of the incurred expense but, at a minimum, within the fiscal year.
- Give all receipts and completed forms to the Treasurer for reimbursement.

OTHER DUTIES

- ***Preparation for Board Meeting***
 - Attend monthly Board Meetings
 - Read minutes from prior board meeting and be prepared to submit any correction.
 - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed
 - Example: A change to an operational document
- ***Chair Person Committee Report***
 - At the end of the year, the chairperson submits a report to the President on or before January's Board Meeting. It should include all information about the past year, budget, job descriptions review, or other concerns and recommendations for the next year
- ***Job Description:***
 - Review annually and update as needed.
- ***Transition:***
 - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting
 - Be available resource as needed to incoming chair