

COMMUNITY SERVICE CHAIR—JOB DESCRIPTION

Duties and Responsibilities

- Obtain Committee notebook with past procedures and reports from outgoing Chair.
- Obtain list of committee members or interested persons after assuming Chair position
- The Chairperson shall recruit members to work on this committee as needed
- Solicit help from members in terms of materials, kit making and quilt making
- Prepare a display at the Quilt Show to better inform the public of how the Guild contributes to the community
- Prepare presentations for both Business and General Meetings of the Guild
- **Supplies:**
 - Make sure that there are enough supplies for members
 - Purchase materials and/or seek donations of materials for community service projects as needed
 - Purchase supplies/materials while on sale
 - Keep receipts from all purchases to submit Treasurer for reimbursement
 - Organize and manage all related materials and ensure they are properly stored
- **Records:**
 - Keep a monthly log on quilts, donated by members, with the following information
 - Date of donation
 - How many quilts donated
 - Share any thank-you notes (received from charities) at Board and General meetings
- **Charities:**
 - Identify potential recipient organizations to received quilts
 - Solicit ideas from members as appropriate
 - Gain approval from the board on recipient determinations
 - Coordinate with chosen recipient organizations to ensure their needs are understood
 - Make actual deliveries of the quilts to the following recipient organization:
 - Butte County Library, for display
 - Foster Kids Agency
 - Children’s Services
 - Shadowbrook
 - Oliveridge Post Acute Care
 - Dialysis Clinic
 - Oroville Hospital Labor & Delivery
 - Oroville Hospital Infusion Center
 - Country Crest
 - Provide photos and information about quilts donations to newsletter publisher

At Board Meeting

- Report progress in past month, give number of quilts completed year to date.

- Submit newsletter data in a timely fashion as dictated by the newsletter editor
- Present any major projects for approval that has not been budgeted

At General Meeting

- Introduce self and welcome new members. Give a tour of the Community Service Area and review with them how to check out materials, what is required of members per membership rules.
- Show all quilts finished the previous month at “Committee Report” section. Make any request and announcements at that time, and tell how many quilts have been finished that month and that year
- Show enthusiasm at all times, and tells stories of use charities make of the quilts we give.

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 description review, or other concerns and recommendations for the next year
- ***Job Description***
 - Reviewed annually and revised 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