

Geelong Patchwork & Quilters' Guild Inc.
COMMITTEE DUTIES (Revised August 2014)

PRESIDENT	<p>Model Rules Part 5, Div. 2 - 45</p> <p>Is the “Face” of and sets the direction of the Guild. Oversees the year’s activities and proposes special activities. Chairs the monthly Guild meeting and all committee and special meetings. Represents GPQG at functions where the Guild is involved.</p> <p>The President or a nominated committee member is automatically included in all subcommittee structures such as the Exhibition or Quilt-In subcommittee.</p>
VICE PRESIDENT	<p>Model Rules Part 5, Div. 2 – 45</p> <p>Assists the President in all areas and represents GPQG when the President is unable to attend. Looks after the arrangements for Guest Speakers.</p>
SECRETARY	<p>The Model Rules, Part 5, Div. 2 - 46</p> <p>Has the role of “Public Officer” for the Guild.</p> <p>Attends to all the correspondence directed to the registered post office box. From the correspondence - Records all inwards mail on a correspondence list. Then gives - To the President – items appropriate for announcing on Guild meeting day. To the Treasurer – all invoices and financial papers. To the Librarian – magazines (keep; the address page with the magazine) and any other relevant material. At the monthly meetings puts any relevant material eg newsletters and notices of interest to Guild members on the notice board.</p> <p>Prepares the Agenda for the committee meetings and emails it out several days in advance together with the correspondence list. Takes the Minutes for the committee meeting, makes a “To do” list and circulates them preferably within the next week. Collects any items from the Suggestion Box for committee consideration. Provides administrative assistance to subcommittees when needed.</p>
TREASURER	<p>Ref: The Model Rules Part 5, Div 2-47.</p> <p>Manages all finances of GP&QG, keeping accurate records and attends to the functions as stipulated by accounting standards for the AGM process. Liases with the insurance brokers to keep policies up to date.</p> <p>Is responsible for collecting, accounting and receipting all monies for the Guild – responsible for manning the entry table on Guild days – receiving admission fees and raffle monies at the entrance table from 11am to 1pm. Receiving all monies for special raffles and other special events. Assists the coordinators of various programs with budget management.</p> <p>Prepares a monthly report for the committee meeting, this is published in the monthly Newsletter. Prepares an annual report for the AGM.</p>
ASSISTANT TREASURER	<p>Assists the Treasurer when needed</p>
COMMITTEE MEMBERS	<p>Are allocated various Guild duties, contribute to the Guild by working with the committee to achieve the best outcome for the Guild. Attend monthly committee meetings and provide suggestions for direction of the Guild and solutions for problems, assist at all Guild events when needed.</p>

NEWSLETTER EDITOR	<p>Receives, selects and collates articles for <i>The Common Thread</i> each month except January.</p> <p>Attends monthly committee meetings, reports to the committee.</p> <p>Is the contact person for businesses wanting to advertise in the Guild Newsletter.</p> <p>Publicity – refer to Duties of Guild Photographer.</p> <p>(NB We should acknowledge sources of outside photographs)</p>
NEWSLETTER DISTRIBUTOR	<p>Collects the Newsletters from the Gordon Institute on the Thursday or Friday before the monthly Guild meeting.</p> <p>Prepares labels and adds them to the Newsletters, posts those to be delivered, prepares the remainder alphabetically in the box ready for the meeting and posts those not collected at the meeting during the week following the meeting.</p>
WEBSITE MANAGER	<p>Maintains the Guild website to provide both current and on-going information to Guild members and the general public. Adds the Newsletter monthly for members who wish to download it.</p> <p>Arranges for the committee members to have access to the Committee Documents pages.</p> <p>Re-allocates Guild e-mail addresses each year for the new Committee appointments</p> <p>Provides a monthly report to the committee.</p>
LIBRARIAN AND ASSISTANT LIBRARIAN	<p>Maintains the library records, purchase new books – the Committee sets a budget for the library annually. Attends to the covering of books as needed.</p> <p>Sets up the library for each monthly Guild meeting (with help). Receive returns and check out new borrowings.</p> <p>Ensures that a copy of each month's Newsletter is put into both Archive sets of Newsletters (One set is held by the Library as Reference Material and is NOT for loan, the second set can be borrowed)</p> <p>Provides a monthly report to the committee.</p>
MEMBERSHIP REGISTRAR	<p>Manages all aspects relating to GP&QG membership, under delegation from the committee as set out in the Model Rules Part 3, Div. 1, (8-11). (Membership application includes obtaining permission to display photographs of the Guild member.)</p> <p>Observes the requirements in the Associations Incorporations Act requiring deletion of member details after they cease to be a member.</p> <p>Responsible for collecting, accounting and receipting all monies for annual subscriptions.</p> <p>Maintains a spreadsheet of information including a yes/no column for Newsletter to be mailed each month. This is included in the Guild Documents.</p>
WORKSHOP CONVENOR	<p>Together with the Vice President organises Instructors, bookings, participation and finances of Guild workshops.</p>
PHOTOGRAPHER	<p>Photographs “Show and Tell” at Guild meetings and can be the photographer at Guild events.</p> <p>As much as is reasonably possible, ask permission from people being photographed and those who may appear in the background of a photo, prior to taking the photo.</p>

NEW MEMBERS' CO-ORDINATOR	<p>Welcomes new members and visitors at each monthly Guild meeting and helps to settle them with members who are from the same area.</p> <p>Hosts New Members' Afternoon Tea on the 1st Saturday of March, June, September and December.</p>
CHALLENGE COORDINATOR	<p>Organises the Challenge on non-Exhibition years.</p> <p>The Challenge to be hung in the passage during the October Guild meeting- two prizes to be awarded : Viewers' Choice and Judge's Choice (Judge usually to be the monthly speaker)</p>
WELCOME/ENTRY TABLE	<p>Greets Guild members and visitors at monthly meetings at the Entry Table.</p> <p>Collects monies for monthly participation and door raffle.</p>
KITCHEN CO-ORDINATOR	<p>Maintains supplies of tea, coffee, sugar, biscuits (sweet and savoury) and clean tea-towels.</p> <p>Purchases milk on Guild meeting day.</p> <p>Checks kitchen is clean and tidy at the end of the meeting day.</p> <p>Organises setting up for hall for any shared luncheon occasions.</p>
THINGS WE DO FOR OTHERS CO-ORDINATOR	<p>Prepares information, instruction and requirements pages for Newsletter, website and for Guild meetings.</p>
QUILTS OF LOVE	<p>Collects and distributes small quilts for families of stillborn babies to comfort them in their grief.</p>
GO-CUTTER COORDINATOR	<p>In charge of demonstrating and maintaining the Go-Cutter</p>
ARCHIVIST / HISTORIAN	<p>Oversees the keeping of relevant documentation for the Guild. This includes all corporate documentation (from the Treasurer and Secretary) as well as all items of historical significance to the Guild.</p>