

Geelong Patchwork & Quilters' Guild Inc.

COMMITTEE DUTIES & NON-COMMITTEE DUTIES (Revised July 2023)

Committee duties are elected and roles stipulated as per the Model Rules.

Non-Committee Duties are roles that are selected by committee to help with the running of the guild. These can change as the need arises.

<p><b>PRESIDENT</b></p>	<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>
<p><b>VICE PRESIDENT</b></p>	<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>
<p><b>SECRETARY</b></p>	<p>The Model Rules, Part 5, Div. 2 - 46 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 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>
<p><b>TREASURER</b></p>	<p>Ref: The Model Rules Part 5, Div 2-47.</p> <p>Manages all finances of GP&amp;QG, keeping accurate records and attends to the functions as stipulated by accounting standards for the AGM process. Liaises 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	Assists the Treasurer when needed
COMMITTEE MEMBERS	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.
NEWSLETTER EDITOR	Receives, selects and collates articles for <i>The Common Thread</i> each month except January. Attends monthly committee meetings, reports to the committee. Is the contact person for businesses wanting to advertise in the Guild Newsletter. Publicity – refer to Duties of Guild Photographer. (NB We should acknowledge sources of outside photographs)
NEWSLETTER DISTRIBUTOR	Collects the Newsletters from the Geelong Reprographics, 84 Mercer St, Geelong, on the Thursday or Friday before the monthly Guild meeting. Distribute newsletters to those who have paid for a printed copy. Posts to those who have requested & paid for postage. Prepares the remainder alphabetically in the box ready collection at the meeting.
WEBSITE MANAGER	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. Arranges for the committee members to have access to the Committee Documents pages. Maintains guild Facebook page and Members Forum Group on Facebook. Emails out newsletter and other correspondence as requested to members using MailChimp. Re-allocates Guild e-mail addresses each year for the new Committee appointments Provides a monthly report to the committee.
LIBRARIAN AND ASSISTANT LIBRARIAN	Maintains the library records, purchase new books – the Committee sets a budget for the library annually. Attend to the cataloguing of books and magazines as needed. Sets up the library for each monthly Guild meeting (with help). Receive returns and check out new borrowings. Ensure that a copy of each month's Newsletter is put into the library for reference material and is NOT for loan. After 2 years the Newsletter is put into the Archives. Provides a monthly report to the committee.

MEMBERSHIP SECRETARY	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.) Observes the requirements in the Associations Incorporations Act requiring deletion of member details after they cease to be a member. Responsible for collecting, accounting and receipting all monies for annual subscriptions.  Maintains a spreadsheet of information including a yes/no column for Newsletter to be mailed each month. Provide membership list to: committee members, newsletter distributor, congratulations/commiserations co-ordinator & other relevant people.
WORKSHOP CONVENOR	Together with the Vice President organises Instructors, bookings, participation and finances of Guild workshops.

<p>ASSISTANT NEWSLETTER EDITOR/ PHOTOGRAPHER</p>	<p>Photographs “Show and Tell,” guest speaker &amp; their work, birthday girls and other relevant photos at Guild meetings. 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>
<p>NEW MEMBERS' CO-ORDINATOR</p>	<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 June and December. Currently done by the Membership Secretary</p>
<p>KITCHEN CO-ORDINATOR</p>	<p>Maintains supplies of tea, coffee, sugar, biscuits (sweet, savoury and gluten free) 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>
<p>THINGS WE DO FOR OTHERS CO-ORDINATOR</p>	<p>Prepares information, instruction and requirements pages for Newsletter, website and for Guild meetings.</p>
<p>QUILTS OF LOVE</p>	<p>Collects and distributes small quilts for families of stillborn babies to comfort them in their grief.</p>
<p>CONGRATULATIONS AND COMISSEERATIONS COORDINATOR</p>	<p>Sends a card if requested by a committee member, on behalf of the guild to acknowledge a significant time in the life of our guild members.</p>
<p>GO-CUTTER COORDINATOR</p>	<p>In charge of demonstrating and maintaining the Go-Cutter currently coordinated through the library</p>
<p>ARCHIVIST / HISTORIAN</p>	<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>