



AQG BOARD JOB DESCRIPTIONS

ALL BOARD POSITIONS

As a member of the AQG Board of Directors, you will be representing the public image of the Guild. Therefore, all AQG Board positions have basic responsibilities. Those responsibilities include the following:

1. The President of the AQG is responsible for the appointment of the non-elective Board members and is an ex-officio member of your Committee. She is ultimately responsible to members of the Guild for conducting all Guild business and coordinating all Board functions. She is also charged with ensuring that all members of the board fulfill their responsibilities. In order to accomplish these goals, she must be continually advised by all officers and Committee Chairs of each Committee's progress. Therefore, your first responsibility is to keep the President advised on a continuing basis of the actions or proposed actions of your Committee, not just through submission of your monthly support.
2. Attend every monthly Board Meeting. If an absence is unavoidable, please forward a written report to the President prior to the Board Meeting.
3. Attend a minimum of five events during the year: the Chapter Chair Meeting, the Quilt Show, the Spring Meeting, the Fall Meeting, and the Small Quilt Auction.
4. Maintain records as required by your position to ensure proper turnover to your successor. For some Board positions a guide book is essential to fulfilling the requirements of the position, and it must be updated by each incumbent annually.
5. Prepare semi-annual status reports for the President and Board. One is due at mid-year (December) and the other is due at the end of the year (June). These reports are a mandatory requirement for continued service on the board.
6. Form a committee if required for executing the duties of your position.
7. Process financial transactions in a timely manner.
8. Respond quickly to emails from other Board members, Chapters or Guild members.
9. Manage your budget according to guidelines from the Treasurer. Track your expenses during the year to ensure that you stay within budget; if a variance will unavoidably occur, alert the President and Treasurer immediately.
10. Provide guidance to the Treasurer at each May Board meeting for the ensuing year's budget.

PRESIDENT

The President is the AQQ officer primarily responsible for managing the business of the Guild. The President represents the Guild to the members, Chapters and other outside organizations. The President shall appoint Chairs for the standing committees and insure that all Committee Chair are fulfilling their responsibilities. The President shall appoint special committees with the approval of the Board. The President is an ex-officio member of all committees. The President also chairs the Executive Committee, the members of which are of the President, the President-Elect, the Secretary, the Treasurer and the Past-President.

Responsibilities:

1. The President shall manage the day-to-day affairs of the Guild.
2. Set the business hours of the office. Current office hours are from 10 am to 2 pm every Wednesday.
3. Administer the office during office hours; request other Board members to assist and/or fill in as required.
4. Respond to phone messages and incoming mail.
5. Manage creation of and monitoring of the budget. Log all moneys coming into the Guild office. Approve check requests. The President shall be an authorized signator on all AQQ bank accounts.
6. Coordinate Chapter formation and dissolution. Send information to potential Chapters (file located in office), present charters to new Chapters at public meetings, dissolve Chapters.
7. Recruit Chapters to host Spring and Fall meetings.
8. Represent the Guild to all outside organizations with respect to leases, insurance, etc. Sign contracts on behalf of the Guild, including office lease, Spring and Fall meeting venues, Quilt Show venue.
9. Manage the Board: appoint standing committee members, prepare and conduct meetings. Conduct the Board meeting on the second Saturday of each month (or as scheduled). Reserve the conference room, prepare the agenda and preside at the meetings.
10. Facilitate delivery of liability insurance certificates to event venues at the request of AQQ Chapters. The name and address of the venue is required by the insurance company to send the certificate to the venue. The current insurance company can be reached at 602-953-3100 (Leisa).
11. Attend Chapter meetings as time allows.
12. Publish President's letter in each Chatter.
13. Manage Guild Events or delegate to standing committees:
 - (a) State Fair: Sponsor a \$25 award for Excellence in Quilting and six additional ribbons. Coordinate quilt judging and awards prior to opening day of Fair. Publish award information in Chatter. May coordinate a demonstration day at the Fair where tri-fold brochures and other information may be disseminated.
 - (b) Small Quilt Auction: The President may be master of ceremonies at the auction.
 - (c) Chapter Chair Meeting: The meeting is scheduled by the President. The President develops the agenda and leads the meeting. Expenses are budgeted for and paid for by AQQ. The Hospitality Chair coordinates the meeting.
 - (d) Quilt Show: The President is ultimately responsible for this event even though the Quilt Show Chair manages the day-to-day operations of the Show. The President must participate in or be aware of the committee activities.
 - (e) Phoenix Quilt, Sewing & Craft Festival: The Guild usually has a free booth at this show in exchange for advertising in the Chatter. Contact is initiated in October or November for the

January show; the ad must be published in the January Chatter and, preferably, the December Chatter as well. The Promotional Sales or Membership Chair manages the majority of this event.

- (f) Spring Meeting: This meeting is not required by the ByLaws, but the meeting may be hosted and managed by the President and President-Elect if there are no host Chapters forthcoming. May is the month scheduled for electing the slate of officers; elections may be held at the Spring Meeting. If there is no meeting, officer elections may be held by ballot via the Chatter. The President conducts the business portion of the meeting.
- (g) Fall Meeting: This meeting is required by the ByLaws and must be held in Phoenix. The current venue is ASU West. The meeting is either hosted by a Chapter or by the President and President-elect. The President conducts the business portion of the meeting.
- (h) December Board Meeting: The President may elect to distribute a token of appreciation to the Board members at this meeting. The President directs the Hospitality Chair to arrange holiday refreshments. This celebration is at the option of the President.
- (i) Other Events: Manage other events that may arise from time to time.

PRESIDENT-ELECT:

The President-Elect is elected by AQQ members to serve for one year with a commitment to serve as President for the following year. In addition, the President-Elect shall assume the office of President in the event of a vacancy. The President-Elect shall work closely with the President in preparation for the Presidency and shall have other specific duties. The President-Elect is automatically a member of the Executive Committee.

Responsibilities:

Weekly:

- Work with the President in the office during business hours set by the President.

Monthly:

- Conduct the Board Meeting in the absence of the President.
- Attend Chapter meetings as time allows.

Annually:

- Coordinate the making of the President's quilt to be presented at the Spring Meeting or the June Board meeting if no Spring Meeting is held.
- Spring Meeting: This meeting can be held anywhere in the State. The President-Elect is the primary liaison between the host Chapter(s) and the Board if requested by the President. The President-Elect is responsible for coordinating the vendors for this meeting by sending out a notice to all merchant advertisers approximately three months before the Spring meeting. Follow-up is usually necessary about one month before the meeting in order to insure that a sufficient number of vendors plan to attend.
- Fall Meeting: This meeting must be held in the Phoenix area according to the Guild By-Laws. The President and President-Elect plan and direct the meeting if there is no host Chapter; if there is a host Chapter, the President-Elect is the liaison between the host Chapter and the Board if requested by the President. As with the Spring meeting, the President-Elect is responsible for coordinating the vendors for the Fall meeting. The same procedures for soliciting vendors should be followed.
- Meet with the other Executive Board members prior to the June Board meeting to create the proposed budget for the following year.
- Recruit new Board members prior to assuming the Presidency.
- Coordinate updating of the Chapter Committee Guide Books with the Committee Chairs during the year to insure smooth transition to new Chairs.
- Perform other duties at the request of the President, primarily duties outside of the scope of the other Board members.

SECRETARY:

The Secretary is elected by AQQ members for a one year term, and is automatically a member of the Executive Committee.

Responsibilities:

- The Secretary shall take the minutes of all AQQ meetings, including regular board meetings, the Annual Business Meeting, the Chapter Chair meeting, and the Spring Meeting, if held, providing all Board members with copies of those minutes in a timely manner.
- The Secretary shall keep attendance records of all Board meetings and shall keep permanent files in the office of all minutes as approved by the Board.
- The President may request the Secretary to conduct general correspondence, keep files of that correspondence, and maintain the Guild Library that is housed at the AQQ Office, and perform other administrative duties as may be assigned, such as administering the Mini-Grant Program.
- The Secretary shall also administer the library of books and tapes kept in the Guild office. Guild members may check out books or tapes for a period of one month by requesting the book or tape by email or telephone. The Secretary shall mail the requested item to the member and the member will be responsible for returning the loaned item to the Guild office either in person or by mail.
- The President may also request that the Secretary act as administrator of the Mini-Grant Program. The Secretary shall send out letters to all Chapters explaining how the Chapter can qualify for a mini-grant and setting deadlines for submission of applications; submit a list of applications to the Board for approval; submit check requests to the Treasurer for approved grants; set deadlines for the Chapters to submit receipts and an explanation of how the grant monies were spent; and submit a final report to the Board. Secretary will also write an article for the Chatter about how the grant monies were used to benefit local communities. This article will also be posted on the website under community service.

TREASURER:

The Treasurer is an elected officer of the AQQ and is elected for a two-year term. The Treasurer is automatically a member of the Executive Committee.

Responsibilities:

- The Treasurer shall be the custodian of all AQQ funds. The Treasurer shall timely record all monies received and expended by the AQQ.
- The Treasurer shall pay all authorized expenditures in a timely manner.
- The Treasurer shall be authorized to sign contracts on behalf of the AQQ.
- The Treasurer shall invoice the Merchant Advertisers for their listings and display ads in the Patchwork Chatter, coordinate mailing of Merchant Advertiser renewal forms, and be responsible for collection of these monies.
- The Treasurer shall prepare detailed reports of AQQ financial activities and reconcile all AQQ bank accounts on a monthly basis.
- The Treasurer shall provide a report to the Board monthly of the balance of the AQQ checking and money market accounts.
- The Treasurer shall provide a detailed report of income and expenses monthly to the President, and shall provide a report of income and expenses semi-annually to each standing committee chair for budgetary report purposes.
- The Treasurer shall be a signer on all AQQ bank accounts, prepare annual budgets, publish an annual financial statement in the Patchwork Chatter.
- The Treasurer shall distribute Semi-Annual and Annual Financial Report forms to all Chapters and shall be responsible for submitting all forms to the AQQ's accountant in a timely manner and insure that all financial reports required by law are submitted to both state and federal agencies.
- The Treasurer shall insure that the Arizona Corporation Commission business license yearly renewal forms are timely filed and that the name of the Statutory Agent is kept current.
- The Treasurer shall act as a member of the Quilt Show Committee and shall be in charge of all funds, receipts and deposits from the Quilt Show. The Treasurer shall also keep a record of all registrations for the Preview Party and provide a copy of that list to the Quilt Show Chair.
- The Treasurer shall keep a record of all receipts for Q.U.I.L.T. class registrations and provide a copy of said lists to the Q.U.I.L.T. Chair, the President and the President-Elect.
- The Treasurer shall keep a list of all fees received for registrations at the Fall and Spring Meetings and shall provide copies of those lists to the President and President-Elect.

PAST-PRESIDENT:

The position of Past-President is mandated by the By-Laws to act as an officer of the Guild. The immediate Past-President serves an additional year as Advisor to the President.

The Past President is a member of the Executive Committee.

The Past President assists with the organization of Guild activities at the request of the President and is a member of the Budget Committee.

STANDING COMMITTEES:

Standing Committees are established each year to work with the Executive Committee. Specific committee designations may be adjusted based on the needs of the Guild. Committee Chairpersons may serve additional years with Board approval. At the discretion of the President, a co-chair may be appointed for Standing Committees. The attendance of only one of the Co-chairs of such committee shall be required at each Board meeting and such committee shall be entitled to cast only one vote at any Board meeting. When needed, Committee Chairpersons may appoint members of their committees to help them perform their duties in a timely manner. The Board must be informed in writing of the names of all committee members. The Committee Chairs shall submit semi-annual reports to the Board and keep adequate notebooks/files of procedures and activities. A list of the Standing Committees with a description of their functions will be published on the AQG website.

All standing committee chairpersons are voting Board members. Other special committee chairpersons may be appointed by the President and attend Board meetings without a vote.

Q.U.I.L.T.

The Q.U.I.L.T. (“Quilters Utilizing International Level Teachers”) Chair shall be responsible for administering the Q.U.I.L.T. Program.

Responsibilities:

- Recruit and contract with internationally and nationally-known quilmakers//designers for speaking and/or teaching classes to AQG membership approximately four times a year. Generally, teachers/speakers are obtained for the Spring and Fall meetings and during January/February and September each year.
- Plan and coordinate the teacher’s visits including the contract, transportation and housing. Prepare and submit teacher contracts to the President for approval and signature before submission to the Teacher. Teacher’s visits will cover approximately a week and can occur anywhere there is a Chapter.
- Provide announcements and registration forms to the Chapter in advance for each event, including teacher biographies and class descriptions.
- Select Chapters to host teacher events and coordinate the date, time, location, lunch plans and special teacher requirements.
- Help Chapters select classes/lectures from the teacher’s offerings. The Q.U.I.L.T. Chair will be the ONLY contact with the teacher.
- Obtain class/event supply lists from the teacher and provide them to class/event registrants.
- Track costs and class/event revenues for each teacher.

QUILT SHOW CHAIR:

The Quilt Show Chair shall organize and oversee a committee that will produce the annual Quilt Show. Responsibilities include procuring judges, speakers, housing, exposition services, catering, etc., and liaison with the facility. The Chair for this position will create a project plan with the committee and will manage the plan and all resources to assure a successful show. This position is a full-time job for the year.

Responsibilities:

- Organize a committee and develop a project plan to use the committee members as resources. Tasks may include any of the following responsibilities:
- Manage the plan. The committee members or Board members may execute the tasks, but the Quilt Show Chair is ultimately responsible for all the functions of creating and running the show.
- Create and monitor the Show budget.
- Establish a venue and coordinate closely with venue contacts for dates, facilities or food service.
- Establish contact with an exposition company for dates, facilities or food service.
- Oversee specific Board members for contributions, including Publicity and the opportunity quilt.
- Create procedures, rules and forms for show entries and drop-off sites.
- Collect show entries into a show book; include forms, photographs and display entries.
- Create the show program and oversee its printing.
- Contact judges, secure contracts and arrange housing.
- Create and order lapel pins for the show and for volunteers.
- Review and update the judged categories if required. Select and order ribbons.
- Generate invitational exhibits and special show events if time and space permit.
- Plan and execute the Preview Party. This event requires reservations, tickets, decorations, catering, staffing, and optionally, entertainment.
- Organize the volunteers. Create the forms and assignments, and mail the reminder cards to the volunteers.
- Monitor all show procedures and activities on site during the show, from quilt delivery through show clean-up.

TRAVELING TEACHER CHAIR:

The Traveling Teacher Chair shall be responsible for collecting and maintaining a database of AQQ Traveling Teachers and classes, communicating this information to members via the AQQ Chatter and directly to Chapters via email, the AQQ website, and the Chapter Chair meeting. Detailed responsibilities are listed below:

Responsibilities:

- Update and maintain Traveling Teacher forms used by the program, including the agreement, copyright compliance, class survey, host chapter contract, etc. Keep these forms in print format as well as a format suitable for the AQQ website.
- Recruit new teachers. Encourage teachers to develop original materials for classes. Require teachers to obtain written permission to utilize copyrighted materials like patterns, books, magazines, videos, etc.
- Prior to commissioning a new teacher as a Traveling Teacher, the Traveling Teacher candidate shall give a short presentation of the proposed class(es) before the Board at a regular monthly Board meeting. Once approval is obtained, the Chair will then contact the candidate and inform her/him of that approval.
- Provide formal, detailed Traveling Teacher class information to Chapters at least once per year in print format and updates to all members via email, the Chatter and the AQQ website.
- Plan and coordinate displays of class samples with teachers at the Quilt Show, the Spring and Fall meetings, and the Chapter Chair meeting.
- Recognize and promote teachers and their class offerings to the membership.
- Receive and file contracts from the chapters and teachers; publish lists of scheduled classes in the Chatter or on the AQQ website.
- Process reimbursement requests from the teachers by matching requests to contracts; track reimbursements by Chapter and teacher.
- Track mileage, student counts, reimbursement, expenses and Chapter usage. Utilize tracking data to create subsequent year's budget.
- Notify Chapter if the Chapter has used the maximum classes allowed for the year.
- Keep in communication with teachers regarding events, concerns and questions.

MEMBERSHIP:

The Membership Chair maintains an accurate, up-to-date database of all AQQ members, creates the Roster and membership cards for distribution to all members at the beginning of a calendar year, provides name and address lists of current members for the Board and for the Chatter printer, and maintains the AQQ informational tri-fold brochure.

Responsibilities:

Monthly and as needed:

- _ Enter new memberships into a computer database as they are received.
- _ Send new members a membership card and welcome them into the Guild.
- _ Send Rosters to new members through June 30. After June 30, only membership cards will be sent.
- _ Enter name and address changes as members request throughout the year.
- _ Provide a mailing list in an appropriate format monthly for the Chatter mailing. This may be sent via disk or email to the printer.
- _ Update Chapter Chair information in the database. This information is to be used for the Chatter and by the Board members.
- _ Print envelope labels for the Spring, Fall and Chapter Chair meetings Chapter envelopes. These are used to distribute various updates from Board members.
- _ Provide Chapter Chairs with Chapter member lists for the Spring, Fall and Chapter Chair meetings.

Annually:

- _ Organize the printing of the Roster and membership cards in January of each year. Have the information to the printer by the end of the first week in January.
- _ Begin accepting membership renewals for the upcoming year in November.
- _ Review the membership forms for possible updates. Have new forms printed as needed.
- _ Review the content of the AQQ informational tri-fold brochure for possible updates and have new brochures printed as needed.

NEWSLETTER:

The Newsletter Chair shall be responsible for collecting and facilitating the publishing of the following: Reports submitted by AQQ Chapters; the President's letter; Office and Committee Chair reports; AQQ Chapter and Merchant Advertiser Lists; contributions by AQQ members; and all display advertisements. Deadline for each Chatter is the first of the month preceding publication.

The collected information shall be collected, recorded on a disc and prepared for mailing to the printer to be formatted and put in the form of the Patchwork Chatter. The Newsletter Chair is not responsible for formatting, but does proofread and give approval before the Chatter goes to press. The printer then prints the newsletter and mails it by bulk mail to all Guild members and Merchant Advertisers.

HOSPITALITY:

The Hospitality Chair shall host guild functions, including Board meetings, Chapter Chair meetings, and other functions deemed necessary by the Board.

Responsibilities:

- Provide refreshments for all meetings. Refreshments should include coffee, tea, bottled water, and good such as donuts, pastries, bagels, etc. There is money designated in the budget for this.
- Select the location and theme, and provide a location map, decorations, outdoor signage and arrange for a caterer to provide food for the Chapter Chair meeting. Assume all host duties for the event.
- Provide special treats and decorations for the December Board meeting at the President's request.
- Deadlines for the Chatter are the first of each month prior to publication (e.g., deadline for the August issue is July 1.)

COMMUNICATIONS:

The Communications Chair shall distribute newsworthy items concerning AQG to Arizona and national media organizations. This position serves as the contact person for all AQG event media and as such coordinates publicity for the Quilt Show, the Small Quilt Auction and any other event requiring public exposure.

Responsibilities:

- _ Publicize the Small Quilt Auction in the months prior to the event.
- _ Publicize the Quilt Show in the months prior to the March event.
- _ Provide publicity reports for the Chatter.
- _ Submit all promotional and advertising material in a professional and timely manner.
- _ Seek out and utilize free publicity whenever possible.
- _ Coordinate layout, copy writing, art selection and proofing before publication for all advertising.
- _ Respond quickly to emails from other Board members, Chapters or members.
- _ Maintain a professional and ethical relationship with all media contacts.

PROMOTIONAL SALES

This position shall develop and coordinate all projects and activities connected with AQQ logo merchandise acquisition and sales. The position is required to over see all events that require the distribution and/or sale of AQQ logo merchandise.

Responsibilities:

- _ Present suggestions to the Board for items to purchase for promotion of the AQQ.
- _ Provide a semi-annual written report to the President that specifically reports all sales and inventory of AQQ logo items.
- _ Track event sales and promptly deliver monies to the Treasurer.
- _ Arrange for transport of the promotional merchandise to each event. Set up the sale tables, sell the merchandise, and pack and return the merchandise to the Guild office after the event.
- _ Arrange for volunteers to assist with event sales to insure complete coverage of the event.
- _ Ensure that at least one Board member is always present during the event to hand the cash.
- _ At a minimum, hold promotional sales at the Fall and Spring meetings, the Quilt Show, the Phoenix Sewing & Craft Festival, and at other events that may from time to time be determined.