

Greater San Antonio Quilt Guild

4th VP for Services

Job Description

Revised June, 2024

1. **PURPOSE:** To facilitate member participation by directing services for newer and for more advanced quilters.
2. **RESPONSIBILITIES:**
 - a. Attend all board and general meetings or arrange for a substitute.
 - b. Serve as supervisor and board liaison for designated service positions or committees, as well as any new service committees that should develop.
 - 1) Quilt Projects Committee: QPC helps members improve their quilting skills by selecting patterns and distributing kits for all levels of quilters. Instructs in techniques as needed. Completed projects are for Auction or any other use as determined by the board.
 - 2) Quilt Projects Finishing Committee: QPFC works with blocks or completed tops to create quilts for Auction or any other use as determined by the board.
 - 3) Library: Maintains a collection of quilt-related reference books which may be checked out by members for a specified time. Fines are charged for overdue items. The list of holdings may be viewed online.
 - 4) Magazine Committee: Accepts used magazines and books for resale to members.
 - 5) Beekeeper: Keeps track of existing bees and helps to organize new ones.
 - 6) President's Gift Committee: Provides a quilt top for the outgoing president.
 - 7) Facilities Committee: Responsible for seeing that the meeting room is set up as needed for meetings and restored afterward as required by the facility.
 - c. Submits newsletter articles to keep the membership informed of services activities.
 - d. Maintains committee signs, placing them for meetings and storing them afterward.
 - e. Obtains and presents door prizes and Golden Carrot prizes. Oversees Challenge Block drawings.
3. **REPORTING AND RECORD KEEPING:**
 - a. Submits a quarterly report to the President, retaining the original in files and in digital format.
 - b. Submits an annual report to the President, retaining the original in files and in digital format.
 - c. Maintains an inventory of all guild property in her/his possession.
 - d. Collects annual budget requests from committee chairs and submits an annual budget request for operating expenses to the Board of Directors in September.
 - e. Maintains the 4th VP for Services board book (backed up in digital format) for her/his successor.