

Greater San Antonio Quilt Guild

5th VP for Community Outreach

Job Description
Revised June, 2024

1. PURPOSE: To coordinate public service activities which involve community education and charitable activities of the guild.
2. RESPONSIBILITIES:
 - a. Ensure a variety of educational and service activities according to the guild charter.
 - b. Attend all board and guild meetings or arrange for a substitute.
 - c. Serve as board liaison for designated committees, as well as any new community outreach committees that should develop.
 - 1) Bright Hopes: Makes small quilts and tote bags to nonprofit community service organizations.
 - 2) Community Education: Provides quilt-oriented educational programs to the public.
 - 3) Community Quilt Angels: Evaluates written requests for quilt donations from community organizations and makes recommendations to the Board of Directors for approval.
 - 4) Storybooks and Quilts to Go: Distributes children's books and small quilts to area public and private school libraries and teachers and to area public libraries.
 - d. Submits newsletter articles to keep the membership informed of community outreach activities.
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 5th VP for Community Outreach board book (backed up in digital format) for her/his successor.