



# Geelong Patchwork & Quilters' Guild Inc

## Committee Duties

### Committee Positions

<b><u>President:</u></b>	<p>Chairs the monthly Guild meeting and all committee and social meetings.</p> <p>Represents GP&amp;QG at functions where the Guild is involved.</p> <p>The President or a nominated committee member is automatically included in all sub-committee structures.</p> <p>A one year appointment then steps down.</p>
<b><u>Vice President:</u></b>	<p>Assists the President in all areas and represents GP&amp;QG when the President is unable to attend.</p> <p>Looks after the arrangements for workshops and speakers.</p> <p>A one year appointment then automatically becomes President the next year.</p>
<b><u>Secretary:</u></b>	<p>Attends to all correspondence directed to the registered post office box.</p> <p>From the correspondence, prepares a set of notices for the President to present at the monthly meeting.</p> <p>At the monthly meeting, puts a copy of the Committee minutes and notices of interest to members on the notice board.</p> <p>Collects any items from the Suggestion Box for committee consideration.</p> <p>Provides administrative assistance to sub-committees when needed.</p> <p>Liaises with the insurance brokers to keep policies up to date.</p> <p>A one year appointment then steps down.</p>
<b><u>Assistant Secretary:</u></b>	<p>Assists the Secretary, prepares and circulates the Agenda and records the minutes of all committee meetings and general meetings.</p> <p>A one year appointment then automatically becomes Secretary the next year.</p>
<b><u>Treasurer:</u></b>	<p>Responsible for collecting, accounting and receipting all monies for annual subscriptions, raffles and special events.</p> <p>Responsible for receiving admission fees at the entrance table from 11am to 1pm.</p> <p>Manages all finances of GP&amp;QG, keeping accurate records and attends to the audit functions as stipulated by accounting standards for the AGM process.</p> <p>Prepares a monthly report for the newsletter and the annual report for the AGM.</p> <p>Assists the Coordinators of various programs with budget management.</p> <p>A one year appointment then steps down.</p>
<b><u>Assistant Treasurer:</u></b>	<p>Assists the Treasurer and helps with collecting and receipting all monies for annual subscriptions, raffles and special events.</p> <p>Also receives admission fees at the entrance table from 11am to 1pm on meeting days.</p> <p>A one year appointment then automatically becomes Treasurer the next year.</p>
<b><u>Newsletter Editor:</u></b>	<p>Receives, selects (on advice from the Committee) and collates articles for the <i>Common Thread</i> each month except January. The newsletter is then formatted and sent to the printer.</p> <p>A two-year appointment. Can be re-elected.</p>
<b><u>Assistant Newsletter Editor:</u></b>	<p>Assists the Newsletter Editor.</p> <p>Photographs Show &amp; Tell at Guild meetings and can be the photographer at Guild events.</p> <p>A two-year appointment. Can be re-elected.</p> <p>NOT obliged to become the Editor following their term.</p>
<b><u>Librarian</u></b> and <b><u>Assistant Librarian</u></b>	<p>Set up the library for each meeting (with help).</p> <p>Receive returns and check out new borrowings.</p> <p>Maintain the library records, purchase new books – the Committee sets a budget for the library annually.</p> <p>Ensure 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>A two-year appointment. Can be re-elected. The Assistant Librarian is NOT obliged to become the Librarian following their term.</p>



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Committee Positions - continued ...

<p><b><u>Website Manager:</u></b></p>	<p>Maintains the 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. Reallocates Guild email addresses each year for the new committee appointments:          Secretary (<a href="mailto:info@geelongpatch.org.au">info@geelongpatch.org.au</a>)          Newsletter Editor (<a href="mailto:news@geelongpatch.org.au">news@geelongpatch.org.au</a>)          Website Manager (<a href="mailto:webman@geelongpatch.org.au">webman@geelongpatch.org.au</a>) and others if desired.          A two-year appointment. Can be re-elected.</p>
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### Non-Committee Positions

<p><b><u>Membership Secretary:</u></b></p>	<p>Manages all aspects relating to GP&amp;QG membership.          Maintains a spreadsheet of information including a yes/no column for newsletter to be mailed each month. This spreadsheet is circulated to committee members only.          A two-year appointment. Can be re-elected.</p>
<p><b><u>Newsletter Distributor:</u></b></p>	<p>Collects the newsletters from the Gordon Institute on the Thursday or the Friday before the monthly Guild meeting.          Prepares labels for those who will receive the newsletter by mail. Adds labels to the newsletters and prepares them alphabetically in the box ready for the meeting.          Those not collected at the meeting are posted in the week following the meeting.</p>
<p><b><u>Newsletter Proof-Reader:</u></b></p>	<p>Available the Sunday afternoon / evening before the monthly Guild meeting to proofread the newsletter and contact the Editor with changes, in time to meet publication deadlines.          A two-year appointment. Can be re-elected.</p>
<p><b><u>Kitchen Coordinator:</u></b></p>	<p>Maintains supplies of tea, coffee, sugar, biscuits (sweet and savoury), and clean tea towels.          Purchases milk on Guild meeting day.          Checks kitchen is clean and tidy at the end of meeting day.          Organises setting up the hall for shared Christmas Luncheon.          A two-year appointment. Can be re-elected.</p>
<p><b><u>New Members Coordinator:</u></b></p>	<p>Available at each monthly meeting to welcome visitors and new members and to settle them with members who are from the same area.          Wears a yellow rosette so she is visible.          Hosts a New Members Afternoon Tea on the 1<sup>st</sup> Saturday of March, June, September and December.</p>
<p><b><u>'Things We Do For Others' Coordinator:</u></b></p>	<p>Prepares information, instruction &amp; requirements pages ...</p> <ul style="list-style-type: none"> <li>• for the website – PDF files and small picture files</li> <li>• printed copies for 2 folders which are available at Guild meetings</li> </ul> <p>Keeps 'Guild Contact' details up to date for each activity on the website.          Reports regularly in the newsletter.</p>
<p><b><u>Geelong Artisan Group Rep</u></b></p>	<p>To attend meetings of the Geelong Artisans Group (GAG), approximately monthly on a weekday, and to report back to the guild committee.          More information to be available soon about this position and its duties.</p>
<p><b><u>Library Assistants:</u></b></p>	<p>Help to get books out on meeting morning and display them at the back of the hall.          Take new books home and cover them.</p>
<p><b><u>Archivist/Historian:</u></b></p>	<p>Often it is the librarians who do this duty.</p>