



Geelong Patchwork & Quilters' Guild Inc

Committee Duties

Committee Positions

<u>President:</u>	<p>Chairs the monthly Guild meeting and all committee and social meetings.</p> <p>Represents GP&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 step down</p>
<u>Vice President:</u>	<p>Assists the President in all areas and represents GP&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 become President the next year.</p>
<u>Secretary:</u>	<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>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 step down</p>
<u>Assistant Secretary:</u>	<p>Assists the Secretary and will become the Secretary of the 2010-2011 committee.</p> <p>Prepares and circulates the Agenda and records the minutes of all committee meetings and general meetings.</p> <p>A one year appointment then become Secretary the next year.</p>
<u>Treasurer:</u>	<p>Manages all finances of GP&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>Door duty at the monthly meeting.</p> <p>Assists the Coordinators of various programs with budget management.</p> <p>A one year appointment then step down</p>
<u>Assistant Treasurer:</u>	<p>Assists the Treasurer and will become the Treasurer of the 2010-2011 committee.</p> <p>Door duty at the monthly meeting.</p> <p>A one year appointment then become Treasurer the next year.</p>
<u>Newsletter Editor:</u>	<p>Prepares the newsletter each month from February to December.</p> <p>A two-year appointment. Can be re-elected.</p>
<u>Assistant Newsletter Editor:</u>	<p>Assists the Newsletter Editor.</p> <p>Photographs Show & Tell at Guild meetings and can be the photographer at Guild events.</p> <p>A two-year appointment. Can be re-elected.</p>
<u>Librarian/s:</u>	<p>Maintain the library records, purchase new books, available on meeting day for members to borrow and return books.</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.</p>
<u>Website Manager:</u>	<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.</p> <p>Organises passwords for the Newsletter and Committee Documents pages.</p> <p>Organises Guild email addresses each year for new committee positions: Secretary (info@geelongpatch.org.au) Newsletter Editor (news@geelongpatch.org.au) Website Manager (webman@geelongpatch.org.au) and others if desired.</p> <p>A two-year appointment. Can be re-elected.</p>



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Non-Committee Positions

<u>Membership Secretary:</u>	<p>Manages all aspects relating to GP&QG membership.</p> <p>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.</p> <p>A two-year appointment. Can be re-elected.</p>
<u>Newsletter Distributor:</u>	<p>Collects the newsletters from the Gordon Institute on the Thursday or the Friday before the monthly Guild meeting.</p> <p>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.</p> <p>Hands out newsletters at the meeting.</p> <p>A two-year appointment. Can be re-elected.</p>
<u>Kitchen Coordinator:</u>	<p>Maintains supplies of tea, coffee, sugar, biscuits (sweet and savoury), and clean tea towels.</p> <p>Purchases milk on Guild meeting day.</p> <p>Checks kitchen is clean and tidy at the end of meeting day.</p> <p>Organises setting up the hall for shared Christmas Luncheon.</p> <p>A two-year appointment. Can be re-elected.</p>
<u>New Members Coordinator:</u>	<p>Available at each monthly meeting to welcome visitors and new members and to settle them with members who are from the same area.</p> <p>Wears a yellow rosette so she is visible.</p> <p>Hosts a New Members Afternoon Tea on the 1st Saturday of March, June, September and December.</p>
<u>'Things We Do For Others' Coordinator:</u>	<p>Prepares information, instruction & requirements pages ...</p> <ul style="list-style-type: none">• for the website – PDF files and small picture files• printed copies for 2 folders which are available at Guild meetings <p>Keeps 'Guild Contact' details up to date for each activity on the website.</p> <p>Reports regularly in the newsletter.</p>
<u>Library Assistants:</u>	<p>Help to get books out on meeting morning and display them at the back of the hall.</p> <p>Take new books home and cover them.</p>
<u>Archivist/Historian:</u>	<p>Often it is the librarians who do this duty.</p>