Committees of Pine Needle Quilters: Duties and Responsibilities

Standing Committees

Program
*Shall be chaired by the Vice President.
*Shall plan and arrange for monthly program.
*Shall introduce speaker as necessary.

Membership
*Shall collect membership dues, and give to treasurer for deposit.
*Shall issue membership list, membership card and any other materials necessary to members.
*Shall maintain a waiting list if necessary.
*Shall make a welcome packet of information and give to new members.

Education
*Shall plan workshops.
*Shall obtain workshop descriptions from as many teachers as possible for classes that might prove of interest to Pine Needle Quilter members.
*Shall be responsible for special events and "basics" reinforcement programs.

Hospitality
*Shall greet members and guests at the door.
*Shall keep an attendance record at general meetings.
*Shall have name tags available for members and guests.
*Shall have a suggestion box at each meeting.
*Shall facilitate "Show and Tell" at each meeting and make sure the quilts are held up and shown.

Ways and Means
*Shall devise various means of fund raising, subject to the approval of the Officers.
*Proceeds of all fundraisers shall be deposited to Pine Needle Quilters banking account.
*Shall submit an annual written report to the President and Secretary.
*Shall participate in planning the annual budget.

Historian
*Shall be a volunteer or appointed member.
*Shall be responsible for maintaining a history of the Organization, programs, newspaper articles, photos, and any items of interest.

Community Service
*Shall initiate and direct community service projects with the approval of the Officers.
*Shall maintain a list of community service quilts available at given time.

Publicity
*Shall be responsible for making contact with the public to adequately advertise benefits and Special Activities as need arises.

Communications
*Shall provide communication with members as directed by Officers or Executive Board.
*Set up and update as necessary a Phone Tree.
*Send out newsletters to members without internet, the members will supply self addressed, stamped envelopes.

Newsletter and Blog
*Be responsible for monthly newsletter.
*Be responsible for blog maintenance.

Party
*Shall help set up parties for the group, as approved by Board.
*Shall plan ideas and themes for the parties.