

Pine Needle Quilters

The Duties and Responsibilities of Officers and Committees

Officers of Pine Needle Quilters:

President

- Shall preside at Board and Organization meetings.
- Shall appoint standing and ad hoc committee chairs.
- Shall be ex-officio member of each committee except Nominating.
- Shall co-sign, with the Treasurer, all written contracts and obligations.
- Shall fill vacancies by appointment with the approval of the elected officers.

Vice-President

- Shall serve as Program Chair and preside over the committee to plan and present monthly programs.
- Shall preside at meetings in the absence of the President.
- Shall assist President as called upon.

Secretary

- Shall record and maintain minutes of all general meetings and Executive Board meetings.
- Shall present minutes at next meeting.
- Shall provide President with copies of the minutes.
- Shall maintain a file of all correspondence.

Treasurer

- Shall deposit all funds received in the Pine Needle Quilters bank account.
- Shall disburse funds as authorized
- Shall give a monthly report of the account balance at the general meetings.
- Shall co-sign with the President on all written contracts and obligations.
- Shall keep an accurate record of all members dues.
- Shall keep a written account of Pine Needle Quilters finances available for audit or annual report.

Standing Committees of Pine Needle Quilters:

Program

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

Membership

- Shall issue membership list, membership card and any other materials necessary to members.
- Shall maintain a waiting list if necessary.

Education

- Shall plan workshops.
- Shall obtain workshop descriptions from as many teachers as possible for classes that might prove of interest to Pine Needle Quilters 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 nametags available for members and guests.
- Shall have a suggestions box at each meeting.
- Shall facilitate “Show ‘N 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 approval of the officers.
- Proceeds of all fund-raisers 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 article, 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 a given time.

Publicity

- Shall be responsible for making contact with the public to adequately advertise benefits and special activities as need arise.

Communications

- Shall provide communications with members as directed by Officers or Executive Board.
- If we provide a newsletter, it will be maintained by the communications committee.
- Set up and update as necessary a Phone Tree.

Ad Hoc Committees of Pine Needle Quilters:

Block of the Month

- Shall be responsible for choosing block, theme, etc. and providing to members at general meeting.
- Shall be responsible for the distribution of the BOM.

Audit

- Shall be appointed by the President and shall serve until the project is completed.

Nominating

- Chairperson shall be appointed by the President in February and shall serve until the project is completed.
- It shall consist of three members.
- Shall prepare a slate of nominees for all offices and present it to the membership at the March General meeting.
- Shall prepare ballot.
- Shall be responsible for vote tally when elections are held at the April General meeting.