



Starlight Quilters Guild Policies and Procedures

AccuQuilt Cutter Coordinator

Description of Role –

Manage the use and maintenance of the Guild's AccuQuilt Cutter machine.

Annual Responsibilities –

Maintain an accurate inventory of AccuQuilt products. Provide this list to the Website Coordinator to have posted on the website.

Research and purchase new dies as appropriate and after the approval of the Board of Directors. (Research should include the surveying of members for wanted dies)

Replace die mats, as needed.

Demonstrate how to use AccuQuilt products to members

Make cutter and dies available for workdays and other events, as requested

Make cutter and dies available to all members for individual checkout.

Maintain list of dies checked out and returned

Responsibilities at Guild Meetings –

Demonstrations, as needed. May delegate this activity as applicable.

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the Quilting Activities Manager prior to the January Board meeting.

Provide an update of AccuQuilt usage/activities to the Past President one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for the AccuQuilt needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Provide a newsletter update, monthly, to include use of the machine, any dies purchased or highlight dies available for the season.

After an event, report number attended, include 1-3 pictures.