



# Starlight Quilters Guild Policies and Procedures

## Community Services Coordinator

### **Description of Role –**

To determine, plan and manage the Community Service activities for Guild for the calendar year.

### **Annual Responsibilities –**

Identify a group project, based on membership interest, to benefit a community organization. Encourage and coordinate membership involvement to make items which benefit the recipients.

With membership input and/or a vote, donate budgeted \$500.00 on behalf of the Guild to a charitable organization that supports the Guild's mission.

Coordinate sew days, with the Quilting Activities Manager, as needed.

### **Responsibilities at Guild Meetings –**

Support the Community Service project as needed. May delegate activities as desired.

### **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 activities to the Quilting Activities Manager prior to each Board meeting.

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

### **Website, Newsletter and Facebook Expectations -**

Provide a newsletter update, monthly

After the event, provide a summary, report number attended, include 1-3 pictures.

Post information, patterns, etc to the website.