



Starlight Quilters Guild Policies and Procedures

Guild Challenge Coordinator

Description of Role –

To develop, plan and manage a guild challenge that will expand members quilting experience.

Annual Responsibilities –

Coordinate sew days, with the Quilting Activities Manager, as needed.
Determine where and how projects will be shown and voted on.
Provide ribbons

Responsibilities at Guild Meetings –

Update members on the challenge.
Provide ideas or suggestions.
Answer any questions.

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.
Obtain Approval from the Board for the Challenge before presenting to the membership.
Provide an update of activities to the Quilting Activities Manager one week prior to each Board meeting.
Provide a budget line-item estimate to the Treasurer for the upcoming year for your committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Provide information about the challenge to the Website Coordinator or Secretary.
Provide a newsletter update, monthly
After the event, report results, include 1-3 pictures.