



Starlight Quilters Guild Policies and Procedures

Guild Meetings Manager

Description of Role –

To determine, plan and manage the activities that occur during the monthly Guild meetings.

Annual Responsibilities –

Provide a summary of activities planned for the Guild meetings for the upcoming year to the Board of Directors prior to the January Board meeting.

Recruit volunteers to perform all activities, as needed.

Responsibilities at Guild Meetings –

Manage meeting activities. May delegate activities as desired.

Contact Community Center to have room arranged appropriately.

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the Vice-President prior to the January Board meeting.

Provide an update of activities within your Group to the Vice-President one week prior to each Board meeting.

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

Website, Newsletter and Facebook Expectations -

Summary of activities at previous meeting. (e.g. Winners, next Fat Quarter, Number of attendees, thank yous)

Upcoming activities at next meeting

1-2 pictures of events that occurred related to those activities.



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2023 Guild Meeting Planned Activities

Greeting Table

Greet Members, Manage Member Sign-in Sheet and Visitor Sign in sheet

Door Prizes – Give Door Prize tickets to Members only; Award Door Prizes

Ribbons for Show and Tell

Fat Quarter Collection and Drawing

Share Table

HOLDERS and Folders for the Presenter

Humor Presentation