



Starlight Quilters Guild Policies and Procedures

Heartland Representative

Description of Role –

To represent the Starlight Quilters Guild at all Heartland Quilt Network (HQN) meetings.

Annual Responsibilities –

Attend scheduled HQN meetings or ask a designee/member as needed.

Review minutes, forward to the President.

Share activities with the HQN through their email: hqnwebmaven@gmail.com.

Assure Guild dues are paid, as appropriate.

Responsibilities at Guild Meetings –

Share updates

Responsibilities to the Board of Directors -

Provide an update of activities to the President one week prior to each Board meeting.

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

Website, Newsletter and Facebook Expectations -

Provide a newsletter update, as HQN activities arise.

Utilize the website as applicable.

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