



# Starlight Quilters Guild Policies and Procedures

## KCRQF Representative

### **Description of Role –**

To represent the Starlight Quilters Guild at all Kansas City Regional Quilt Festival (KCRQF) meetings during each Festival Cycle.

### **Cycle Responsibilities –**

Will head a committee coordinator role.

Will have a designated representative or an alternate at every Member Board of Director meeting. However, there is only one vote per Participating Guild.

Will have a written report at each Member Board of Director meeting. The written report will be given to the Festival Secretary after verbal presentation to the Member Board of Directors.

Will provide and keep updated the names and email addresses of their Guild officers, including President, Guild Representatives, Newsletter Editor, and Webmaster for the Festival cycle.

Will provide a copy of their membership roster/directory to the Festival Secretary, including names of Guild members and their email addresses. Telephone numbers can be substituted for email addresses. [This information is for insurance purposes only and will not be shared with any person(s) or organization.]

Will ensure their members are aware of volunteer opportunities and assist in providing staffing for the proper functioning of the Festival during the Festival itself.

May have a vendor booth at the Festival by submitting a vendor application and payment. The Guild is responsible for staffing the booth during Festival hours.

Will complete the tasks, as assigned, on the current Festival list of committee coordinator roles during the planning stage of the Festival, and during the festival itself.

Will decide which quilts will be hung in the Guild quilt booth(s) in the Ballroom.

Will be provided a booth outside the Festival exhibition hall in order to promote membership, sell raffle opportunities, but not merchandise. Each Guild is responsible for staffing their booth.

All email messages should include “KCRQF” in the subject line.

Festival expenses must be pre-approved by one of the Festival Co-Chairs or Treasurer.

Expense reimbursement requests will be submitted to the Treasurer and will include supporting documentation which will include receipts, explanations of expense, prior approvals of the expense and the committee.



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## **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 your committee's needs before the October Board meeting.

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

Provide a newsletter update, as Festival activities ramp up.

Utilize the website as applicable.

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