



Starlight Quilters Guild Policies and Procedures

Guild Quilting Operations Manager

Description of Role –

To coordinate, plan and manage the quilting activities that occur within the Guild during the year.

Annual Responsibilities –

Provide a newsletter update, monthly.

Communicate with Secretary to send email blasts and update the Guild calendar.

Work with Retreats Coordinator to plan 1-2 retreats per year for the Guild Members

Work with the Accu-Cutter Coordinator to provide the Accu-cutter at Guild quilting events throughout the year.

In coordination with the Programs Chair, plan, coordinate and be present (or designate a representative) at workshops or sew days

Work with Community Service Coordinator to assure planning and participation in a Community Service project each year.

Keep an annual inventory of Guild-owned equipment for use in workshops and retreats, and the location where these items are stored.

Responsibilities at Guild Meetings –

Make announcements of upcoming activities.

Responsibilities to the Board of Directors -

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

Provide an update of activities within your Committee to the Past 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.