



# Starlight Quilters Guild Policies and Procedures

## Raffle Quilt Coordinator

### **Description of Role –**

To design, plan and manage the Raffle Quilt for Guild for the calendar year.

The purpose of this quilt is to support the mission of the Guild and not to make money.

### **Annual Responsibilities –**

Determine how the Guild will build a quilt to be raffled.

Purchase fabric or collect donated fabric. (Money is budgeted for fabric)

Recruit member(s) to sew the quilt top.

Recruit a quilter. Money is budgeted for this person to be paid.

Develop a marketing plan to show the quilt and sell raffle tickets. This may include the bi-annual Regional Quilt Festival and the Guild's Quilt Show.

Recruit members to man the booth, as needed.

Select a time and place to select a winner. Contact the winner and make arrangements for the winner to receive their quilt.

### **Responsibilities at Guild Meetings –**

Update and encourage any work to be done, as needed.

Recruit help, as needed.

### **Responsibilities to the Board of Directors -**

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

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

Provide a budget line-item estimate to the Treasurer for the upcoming year for the raffle quilt needs before the October Board meeting.

### **Newsletter and Facebook Expectations -**

Provide a newsletter update, monthly

After the event, report results, include 1-3 pictures.