

What does the York Heritage Quilters Guild Board do?

York Heritage Quilters Guild (YHQG) policies were first compiled from motions approved at executive meetings in 1979 and the guild was incorporated in May 2006.

The policies have been organized according to areas of responsibility.

The executive meets on a monthly basis during the Guilds year. The term for each Chair is two years.

The executive is comprised of the following portfolios:

President
Past President
Vice President
Treasurer
Secretary
Newsletter
Membership
Program
Library
Historian
Special Projects
Display and Competition
Workshops
Community Outreach
Webmaster

Duties of the Various Portfolio positions

Treasurer

The Treasurer shall have charge of all funds of the guild, receive dues, deposit receipts and disburse monies as authorized by the Executive Committee. As well, the Treasurer shall maintain all records necessary for the annual review by the auditor and prepare such reports as are required.

Secretary

The Secretary is responsible for the recording of the minutes at executive, business, and annual meetings and to circulate copies to the executive.

Newsletter Chair

The York Heritage News is published and mailed/e-mailed to members eight times during the guild year.

The Newsletter Chair is responsible for the editorial content.

The Newsletter Chair will collect all board and member submissions and produces the newsletter each month. As well as proofreading the text, the newsletter should have a pleasing design, including relevant pictures.

Membership Chair

The Membership Chair is responsible for preparing and processing the annual membership renewals. The Membership Chair also produces a Membership List which is included in the September newsletter mailing.

The Membership Chair is responsible for the upkeep of the current mailing and contact information of all the Guild members, and notifies the Newsletter Chair of any address changes.

During the guild year, the Membership Chair oversees the Membership desk at each Guild meeting.

Programs

Program is comprised of a dual chair, a senior and a vice-chair. The vice apprentices with the senior for a year, which facilitates a smooth succession at the end of the senior's two-year term.

The Chair is responsible for the programs presented at Guild meetings. This is primarily relating to the arranging of guest speakers. The Program Chair works closely with the Workshop Chair in planning a good mix of topics. Usually speakers are booked at least a year in advance.

The Program Chair contacts the speaker and arranges the contract of employment.

Workshops

Workshop is comprised of a dual chair, a senior and a vice-chair. The vice chair apprentices with the senior for a year, which facilitates a smooth succession at the end of the senior's two-year term.

The Workshop Chair organizes the workshops throughout the guild year that will be provided by the guest speaker. The Workshop Chair manages the signup process and collects the workshop fees. During the Workshop, the Chair is on hand for any support the instructor may require.

Workshop sign-up begins two months prior to the workshop. Workshop information is put in the newsletter to coincide with the sign-up process.

Program and Workshop Committees:

The Program and Workshop committees work together to choose the speakers for the meetings, and the workshops to be given by the speakers. Scheduling is done at least one and sometimes two years in advance. We try to offer a wide range of workshops, balancing hand and machine work, art and traditional techniques and beginner through

advanced skill levels. Requests from members are considered in the selection of speakers.

Library

The Librarian is responsible for researching and purchasing new books and magazines to be made available to members at Guild meetings. The Librarian also collects and stores donations, and culls seldom-borrowed books for archives and fundraising sales.

The Library Chair is responsible for the operation of the library at the Guild meetings with the assistance of member volunteers. The Library Chair maintains the catalogue listing as well as maintaining the circulation cards.

The library is open for loans and returns at every Guild meeting, with one exception: at the Annual General Meeting the library is open for returns only.

Books, periodicals, CDs and videos borrowed at one meeting are due back at the next Guild meeting. All items borrowed by members are to be returned by the membership deadline or membership will not be renewed.

Historian

The Historian maintains, with photo and print material, a record of guild activities.

The Historian records the following activities of the Guild:

- Block of the Month
- Guest Speakers
- Community Quilt donations for the archives
- Quilter of the Month
- Guest Speaker's Quilts.
- Community Quilt Night and the Annual General Meeting, for archive purposes

Special Projects Chair

The Special Projects Chair is to coordinate and implement the Sewing Room Sale at the Annual General Meeting, along with any special Guild related events. Some examples include: Saturday Sampler, Guild Retreats, Shop Hops, etc.

The Special Projects Chair also works with the Coordinator of the Block-of-the-Month.

Community Outreach

The Community Outreach Chair is responsible for coordinating community outreach projects.

The Community Outreach Chair acts as a liaison between the guild and the community. The Chair coordinates regular meetings throughout the year with the volunteers of the community outreach group to create quilts for charity.

The Chair also coordinates the Community Quilt Night, which produces blocks having been made by our members that are used to assemble some of the quilts for charity.

Display & Competition

At Guild meetings, the Display and Competition Chair organizes and implements the display of *Show and Share* quilts, and also arranges for and introduces the *Quilter of the Month*.

The Display and Competition Chair organizes and implements the Members' Challenge, held every two years (alternating with the Celebration of Quilts) and the T.G.I.G (Thank Goodness It's Finished).

Quilt Show Chair

The Quilt Show Chair is responsible for the organization and presentation of the biennial quilt show, *A Celebration of Quilts*.

The Chair oversees the workings of the Quilt Show Committee. This is accomplished through the recruitment of committee leaders for each portfolio, as well as being familiar with the responsibilities of each portfolio on the Quilt Show Committee.

Webmaster

The Webmaster is responsible for the upkeep of the Guild's website. This includes the design, development, delivery and maintenance of the website. The website is kept up-to-date of all the Guild events, including programs and workshops, announcements of members' achievements, awards and links to appropriate sites.

The Webmaster also updates and maintains "A Celebration of Quilts" web pages within the Guild's website.