This document may be reviewed annually by the Bylaws Committee, with changes approved by the Board of Directors. Changes may be made at other times during the Guild year with approval from Board of Directors.

Categories:

Seven categories of committees serve the Guild: Communications, Community Outreach, Education, Meeting Activities, Membership, Quilt Show and Website.

Each category is comprised of committees who meet at their own discretion in order to fulfill the category and/or committee's purpose.

A committee chair from within each category is chosen on or before the August Board of Directors meeting to represent that category at Board meetings. Category representatives report to the Board of Directors and back to the respective committees.

Committees:

All committees are comprised of volunteers, for the support of the Guild's objectives. Terms begin with the fiscal year with no limit on number of terms of service; however, it is customary that the individuals serve for no more than two years in one position and rotate to serve elsewhere. Committees may be added or removed at the discretion of the Executive Board or the Board of Directors.

In committees with more than one person, it is essential to have a committee chair. Primarily, this person will see to the procedures relevant to the committee's purpose. In committees with one person, that person will assume the duties of a chair.

Executive Committee:

The following elected officers comprise the Executive Committee:

1. **Chair**

   The Chair serves as the face of the Guild to the community. This person sets the tone for the Guild, in terms of the atmosphere during meetings and events, the receptivity for new members, new ideas, and a general willingness to promote the quilting arts. This position sets the direction for the work of the Guild, allowing committees and volunteers to best fulfill their role and accomplish their responsibilities.

2. **Vice-Chair**

   The Vice-Chair works to maintain a healthy Guild by helping members connect with each other, committees, and small groups. The Vice-Chair assists the Chair upon request to learn by experience and ensure a smooth transition to the position of Chair the next year. In absence of the Chair, the Vice-Chair will assume the duties of the Chair.
3. **Recording Secretary**

   The Recording Secretary takes minutes for the Executive Committee, Board of Directors, and membership meetings. Copies are maintained for our official records as a 501 (c) 3.

4. **Corresponding Secretary**

   The Corresponding Secretary handles written communications or correspondence of the Guild. In absence of the Recording Secretary, the Corresponding Secretary will assume the duties. This position also sends notes of thanks, congratulations, health concerns or sympathy to members as appropriate.

5. **Treasurer**

   The Treasurer maintains all monies and monetary records for the Guild, including budgets, taxes, and financial statements. The Treasurer is responsible for the custody of all funds belonging to the Guild. He/she collects and deposits monies from meetings and events into the Guild's account. The Treasurer disperses funds and receipts as required and approved in the course of Guild business. In the absence of the Assistant Treasurer the Treasurer will assume the duties of the Assistant Treasurer.

6. **Assistant Treasurer**

   The Assistant Treasurer serves as the Treasurer for the Quilt Show. This person assists the Treasurer upon request to learn by experience and ensure a smooth transition to the position of Treasurer the next term. In absence of the Treasurer, the Assistant will assume the duties of the Treasurer.

---

**Summaries of Categories denoting Committees:** *the following are summaries and not intended to be all inclusive. For more detailed information visit [boisebasinquilters.org/memberpages/officesandchairs](http://boisebasinquilters.org/memberpages/officesandchairs) - Position Descriptions*

1. **Communications**

   This category is comprised of committees responsible for promoting and documenting Guild events and activities, providing information about the Guild to Guild members, the greater quilting community, and the general public.

   a. **Publicity**

      Publicity provides marketing assistance to the Guild, publicizes programs and activities, and acts as liaison between the Guild and community advertisers. This committee oversees design, production, and distribution of advertising materials and coordinates information with the Newsletter, Facebook, and Website.

   b. **Newsletter**

      The newsletter is published during the months the Guild holds membership meetings. This committee edits and formats articles from all committees, coordinates advertising and invoicing, and generates email distribution.

   c. **Facebook**

      The Facebook manager maintains and monitors the Guild's Facebook account. This person posts appropriate, timely, and accurate pictures and information regarding upcoming events and matters of interest to current and potential members.
d. Historian  
The Historian compiles an annual scrapbook comprised of a record of Guild activities, including photographs from the Photographer, newsletters, incoming correspondence from the Recording and Corresponding Secretaries, and committees reports.

e. Photographer  
This individual takes photographs of monthly meetings, Show and Tell, Quilt Show, Guild activities, programs, and other events.

2. Education  
This category promotes quilting awareness, knowledge, and skills through classes, workshops, and lectures to Guild members and others.

  a. Programs  
This committee coordinates quilt-related presentations for the Guild meetings, including contracts, scheduling, accommodations, and transportation as required, equipment and payment. They coordinate programs, speakers, and teachers with the Guild Quilters’ Schoolhouse, local quilt and craft shops and other quilt-related organizations.

  b. Quilters’ Schoolhouse  
Committee members include former Guild Chairs who choose to continue serving the Guild in an educational capacity. They create, conduct, and support quilt-related skill development for Guild members and others, at any skill level with demonstrations, classes, and workshops.

  c. Quilters’ Runway  
This committee designs a series of original and adapted public domain patterns available only to Guild members, as an activity promoting a community of participation within the Guild. Coordinating with the Quilt Show Committee, the resulting members’ quilts are displayed in the annual Show.

  d. Equipment  
This committee performs a yearly inventory of Guild assets, including storage location(s), and maintains a current accurate electronic inventory of Guild physical assets. They also ensure that the physical equipment needed for Guild meetings and other Guild events is available when and where it’s needed and works properly. They arrange for maintenance/repair as needed.

3. Outreach  
Outreach includes the guild’s programs for promoting quilting beyond our membership, and responding to philanthropic opportunities in the local community for quilt-related information, education, and donations.

  a. Community Outreach  
This committee promotes the Guild and quilting via presentations, trunk shows, and other quilting-related events in the community. Support of the local community includes sewing
and quilting classes, coordinating with the Schoolhouse and local sewing and quilting-related businesses.

b. Inheritance

Inheritance helps connect those downsizing or dismantling quilting and sewing rooms with programs and groups that can use the items they no longer need. This committee disperses donated fabrics and tools to Guild programs and community organizations, with a preference for local community organizations using quilting/sewing to further their missions.

c. Quilts for Kids

This committee creates kits and provides quilting materials to Guild members to make baby and children's quilts for donation. They also coordinate collection and distribution of finished quilts to local organizations caring for children.

d. Special Projects

This committee researches, promotes, and coordinates Guild member involvement in charitable projects for community charitable organizations. They also distribute contributions to appropriate organizations.

4. Meeting Activities

These committees are representing the activity groups in the break room at the monthly membership meeting.

a. Block of the Month

This committee develops and sells patterns and fabrics for blocks that use unusual methods of construction, or that provide opportunities to improve, develop or maintain quilting-related skills. These completed blocks are given away amongst Guild Block-of-the-Month participants.

b. Door Prizes

This committee promotes fellowship among Guild members by providing one or more door prizes at the Guild meetings from shops, donations, manufacturers, and elsewhere.

c. Hospitality

The Hospitality Committee manages the snack table, maintains supplies, and clean-up at monthly meetings.

d. Library

This committee manages the library of books quilting stencils and patterns donated to or purchased by the Guild. They maintain a current inventory and record of the library resource checkouts and returns.

e. Shop and Swap

Collects, organizes, sells, stores, and manages donations and consignments of quilting-related supplies to be offered to Guild members at the membership meetings.

f. Show and Tell

This committee coordinates the "Show and Tell" of Guild member's quilts and projects at membership meetings. They are in charge of the display set up, the moderating, and display take down.
5. Membership

These committees are the face of the Guild, promoting interaction and sustained membership.

a. Meet and Greet

This committee is the welcoming face and a person's first impression of the Guild. Guests and potential members come to this area, to ask questions and register for special programs. This is the opportunity to create a lasting relationship with future Guild members.

b. Membership Administration

Upon signing up as a member, this committee encourages immediate connectivity with tours of meeting activities. They distribute membership cards to new and renewing members. The committee uses Microsoft Excel and Microsoft Word computer programs in order to maintain membership records, working closely with the Website.

c. New Member Coffees

This committee coordinates social, informational events for the new members to get to know the Guild Chair and others who attend. This time is for answering questions and encouraging new people to find their quilting interests within the Guild.

d. Small Quilt Groups

This committee compiles and maintains a list of quilt groups in the area, including name, meeting schedule, meeting location and contact information. They also assist in connecting Guild members with joining a quilt group and starting new groups.

6. Quilt Show

The Quilt Show Category consists of multiple committees who plan, promote, organize, and present the Guild's annual quilt show. This group works closely with the Guild's Board of Directors to set policies and procedures to ensure a professional, secure, contemporary quilt show that projects a positive image of the Guild, its members, and quilting as an art and craft. If at all possible, the Quilt Show provides a source of revenue to the Guild, as possible.

For a list of the committees and volunteers needed for the Quilt Show, contact the Quilt Show Chair and visit the website: boisebasinquilters.org/quiltshow.

7. Website

The website is the informational avenue for the Guild. With the use of a modern template, calendar, photo gallery, and continually updated information, members and non-members around the globe have access to our world of quilting and education. The Newsletter is also found on the webpage, allowing everyone access to what we have to share.
a. Website Manager

This individual is the liaison between the outside contracted Administrator, the website committee as a whole, and the Guild in order to provide services and functionality according to the needs and preferences of the Guild. These include security, accessibility issues, and software installation and updates.

b. Content Management

This committee manages the website content for pages, calendar notices, and posts. They ensure the website content is appropriate, timely accurate, and easily accessible to the intended audience.

c. Gallery Management

This committee uses Photoshop software to edit, post and archive the photographs to be published on the Guild's website. They are next in line for the Photographer's work at meetings, workshops, and special events. They ensure that the photos posted are appropriate to represent the Guild.

d. Email Distribution

This committee maintains e-mail addresses for Newsletter, Boise Basin Quilters’ Members, and Hospitality Lists for Mail Chimp. They create and send out monthly Mail Chimp campaigns for various events, including newsletter notification, hospitality and special concerns to members.