

PRESIDENT:

Preside at Board and General Meetings.
Encourage participation by all members.
Lead the appointment of Committee Chairs.
Help Treasurer and Committee Chairs plan a proposed budget to be published in the May newsletter and voted on at the May General Meeting.
Provide agenda for every Board meeting and every General Meeting.
Provide for each monthly newsletter a President's message and the agenda for the General Meeting.
With Board members, set the yearly calendar at the July Board Meeting.
Perform all other incidental duties of the office as required.

VICE-PRESIDENT:

Assist the President and exercise all functions of the President in her absence.
Perform all other incidental duties of the office as required.

TREASURER:

Take charge of all funds, receive dues, and disburse monies upon authorization of the Board and report all transactions upon the ledger.
Treasurer and one Board member signature shall be required on all checks.
Help President and Committee Chairs plan a proposed budget to be published in the May newsletter and voted on at the May General Meeting.
Provide monthly fiscal reports at the Board Meeting to be included in Board meeting minutes and the newsletter sent to all members.
File annual Statement of Information (form SI-200) before the end of October (the month of incorporation) with the Secretary of State with the \$20.00 fee.
File the annual Registration Renewal Fee Report (RRF-1) with the Attorney General's Office.
File form CT-NRP-2 if OWQ is Treasurer of Quilt Show.
File annual IRS form 990-N
File annual Franchise Tax Board form 199N.
Document and keep records of any donations received by the club.
Prepare 1099 forms for teachers paid by the club.
Perform all other incidental duties of the office as required.

SECRETARY:

Take notes at all Board and General Meetings.
Keep a file on votes and amendments to the Bylaws.
Perform all incidental duties of the office as required.

COMMITTEE CHAIRS:

Coordinate the activities of each committee:

Hospitality/Fellowship

Welcome table, set up design wall, keep supplies (plates, cups, etc.)
Make packets for new members, maintain membership folder
"Sunshine" reports (cards for those who are ill, etc.)
Monthly nametag raffle (get prizes, tickets, etc.)
Quarterly raffle basket (get prizes, tickets, etc.)

Learning/Education

Assign monthly blockettes to committee members and ask them to recruit teachers from the membership

Classes – both from within the membership and from outside

Prepare contract form for teachers

Advertise opportunities to show our quilts (e.g. Santa Rosa, Pacific International)

Attend the Meet the Teachers meetings of the Quilt Guilds of the North Quarter

Special Events

Coordinate and recruit leaders for special events such as:

- Annual Tea
- Grange Retreats
- Christmas parties
- Quilt Guilds of the North Quarter meeting in Fort Bragg
- Book sale
- UFO sale

Service

Coordinate and recruit leaders for community service projects, including:

- Warm welcome quilts (including supply of batting, labels, etc.)
- Texture (“Touch”) quilts (keep packets of possible materials, labels)
- Quilts for hospital and Sheriff’s chaplains
- Special quilts (e.g. member, memorial, requests)
- Other projects (e.g. Chemo scarves, Goody bags, Pet beds, etc.)

Coordinate projects for Sew/Service Sundays

Quilt show

Coordinate activities of the Quilt Show Committee, including:

- Scheduling show and location
- Managing finances
- Obtaining advertisers and sponsors
- Publicizing the show
- Obtaining a judge
- Organizing entries
- Organizing set-up and take-down

Communications

Prepare monthly newsletter and distribute.

Prepare membership roster and distribute.

Club Historian

Take photographs at various club events/activities.

Organize/store photographs either in a scrapbook or digitally.

Maintain the Ocean Wave Quilters’ Photo Directory.