Mad City Quilt Guild

Volunteer board and committee role overviews

Please join us!

Our organization exists only through volunteers.

“Never doubt that a small group of thoughtful, committed citizens can change the world: indeed, it’s the only thing that ever has.”
Margaret Mead

"We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.”
Mother Teresa

“Everybody can be great... because anybody can serve. You only need a heart full of grace. A soul generated by love.”
Martin Luther King, Jr.

“Volunteers don’t get paid, not because they’re worthless, but because they’re priceless.”
Sherry Anderson

Contact a current guild leader if interested in volunteering.

BOARD & COMMITTEE ROLES

Roles are 2-year commitments; if desired, you may renew your role for additional terms.

Role	**President**
Overview	Guild president presides at board meetings; determines the calendar schedule; makes room arrangements for guild and board meetings; appoints committee chairs and coordinates the committee relationships with the guild as a whole.
Key tasks	• Facilitate the board meetings, set agenda, time, dates, and location. Send email with agenda 1 week prior to each meeting. • Ex facto member of all committees, including the program committee. • Main contact person for all outside inquiries; answer questions, address concerns, discern which are worthwhile. • Report or summarize activities of interest to members periodically at guild meetings. • Write brief articles periodically for guild newsletters. • After registering a signature card at the bank with the Treasurer, the president may sign checks, if needed. • As ambassador for Mad City Quilt Guild you will be called on for a variety of things. Pick and choose as you like. • Enjoy yourself and get to know as many members as you can.
Est. time	• Monthly: 3-4 hours • Bi-Monthly: 2 hours leading and actively participating in board meetings (6 board meetings held per year)

Role	**Afternoon Vice President** and **Evening Vice President**
Overview	The Afternoon and Evening Vice Presidents act as emcee or host of the monthly afternoon and evening guild meetings. This role keeps each meeting agenda on track and helps make all members and guests feel welcome and connected.
Key tasks	• From podium in front of assembly, open meeting and welcome attendees. • Ask new members and guest to stand and introduce themselves. • Invite board members and others one at a time to share announcements. • Invite program chair (or designee) to introduce guest speaker or meeting topic. • Assist guest speaker if needed (holding quilts, distributing handouts, etc.) • Facilitate show and tell segment, inviting participating attendees to come up to front of room, introduce themselves, and share a little about the quilt or project they made. Help hold up their quilts if assistance needed. • Assist with post-meeting facility straightening-up if needed.
Est. time	• Monthly: 2.5 hours hosting each meeting ○ 8 afternoon meetings and 9 evening meetings held per year • Bi-Monthly: 2 hours attending and actively participating in board meetings (6 board meetings held per year)

Role	Treasurer
Overview	The treasurer is responsible for the guild's annual budget as well as depositing income and paying expenses incurred through the business of the guild.
Key tasks	• Attend monthly meetings and pay expenses incurred for each meeting. • Reimburse members for any guild expenses paid by them. Pay all other expenses timely. • Collect any money and deposit into the guild bank account in a timely manner. • Keep the guild bank account and monthly bookkeeping current. • Provide reports of income and expenses to the board during bi-monthly board meetings. • All guild invoices and expenses are submitted to the treasurer for payment. Any additional expenses/monies must be approved by the board. • Attend Board meetings every other month.
Est. time	• Monthly: 4 hours to attend the 2 monthly guild meetings, plus 1-2 hours per month updating financial statements, making bank deposits, writing checks. • Bi-Monthly: 2 hours attending and actively participating in board meetings (6 board meetings held per year).

Role	Membership
Overview	Maintain membership form; provide information when renewals are due; coordinate meeting check-in sheets; prepare guest packets to encourage new memberships; maintain master list of guild members and nametags.
Key tasks	• Process membership forms as they arrive, especially in August, September and October. • Update and maintain membership list, email distribution list, and nametags. • Attend guild meetings and staff the welcome table (find substitute if unable to attend). • Prepare informal report on membership numbers and attendance at board meetings. • Inform guild newsletter coordinator, web administrator, and others to share and post membership related information as needed. • Attend Board meetings every other month.

Est. time	• Weekly: 3-5 hours in September, October and November to process new memberships and renewals
	• Monthly: 4 hours attending guild meetings
	  ○ 8 afternoon meetings held per year
	  ○ 9 evening meetings held per year
	• Bi-Monthly: 2 hours attending and actively participating in board meetings (6 board meetings held per year)

Role	Secretary
Overview	The Board Secretary is responsible for recording minutes of the Board Meetings and archiving them.
Key tasks	• Attend Board meetings every other month. • Take meeting notes and write up minutes. • Send draft minutes to the Board for review. • Send finalized minutes to be published on Website. • Store minutes in archive notebooks.
Est. time	• Bi-Monthly: 1-2 hours for meeting minutes; 2 hours attending and actively participating in board meetings (6 board meetings held per year)

Role	Programs
Overview	Collaborate with program committee to select guild guest speakers and programs considering: 1) specific speaker/program suggestions from members; 2) a wide range of topics based on responses from membership forms.
Key tasks	• Fill 17-18 program slots with presenters, featuring a wide range of skills and quilting styles – beginner to long-time quilters, traditional to modern design, technical to casual. • Look for Wisconsin, regional, and national artists and as much as possible, we want to feature our own guild members and local shops. • Pay attention to finances: speaker fees, distance/mileage (we pay IRS rates at $0.67/mi round trip for 2024), as they fit into the annual budgeted amount. • Provide some networking and engaging opportunities such as School House sessions, Workshops, Market events, Bag Raffles, etc. • Our program committee members are tasked with contacting, securing and coordinating payment for speakers (a checklist of tasks is provided to committee members). • Program chair or committee member introduces guest speakers at afternoon and evening meetings. • Attend Board meetings every other month.
Est. time	• Committee meets two or more times for initial brainstorming and divides up assignments to contact speakers. 1-2 hours • Speaker contact and follow-up, send COU to treasurer, send speaker “tease” to Newsletter/ Update chair, for publication. 1-2 hour each • Bi-Monthly: 2 hours attending and actively participating in board meetings (6 board meetings held per year)

Role	Community Projects
Overview	The Community Projects Coordinator facilitates all the community projects (charity) of the guild. There is no right or wrong way to run this program. The coordinator should make this project work within their time parameters. Community Projects could be led by more than one person, if desired.
Key tasks	• Lead the Community Projects Committee and facilitate charity quilt construction for the guild. a. Determine quilt patterns to be used. b. Lead the preparation of quilt kits. c. Coordinate quilting of the charity quilts, providing quilt tops, batting, backing, and binding. d. Coordinate binding, if needed, of charity quilts. • Manage guild fabric stash. a. Receive donations of fabric. b. Sort, wash, and store guild fabric stash. c. Store guild batting. • Work with our charity partners (Project Linus, Quilts Beyond Borders, Goodman Community Center) to distribute finished quilts. • Coordinate community projects sewing events. • Use budgeted money to purchase supplies needed for quilt finishing, (i.e., batting and thread). • Supply display quilts to be used at our booth at The Great Wisconsin Quilt Show. • Answer Community Project queries from the guild website. • Attend guild meetings, if possible. • Attend Board meetings every other month.
Est. time	• Weekly: 20 hours per week • Bi-Monthly: 2 hours attending and actively participating in board meetings (6 board meetings held per year)

Role	Mini Quilt Challenge
Overview	Coordinate the mini quilt challenge and guild exhibit booth at the annual Great Wisconsin Quilt Show.
Key tasks	• Pick the mini-quilt challenge theme and announce theme and requirements at evening and afternoon guild meetings. • Prepare and deliver monthly theme reminders at guild meetings and in the monthly newsletter. • Solicit gift cards or prizes for mini-quilt challenge winners. • Solicit volunteers to staff guild exhibit booth; coordinate schedule and communicate with volunteers. • Set-up display and take down guild exhibit booth at the Great Wisconsin Quilt Show, including hanging mini-quilts, stocking candy, pens & viewer's choice voting ballots. • Count ballots and determine mini-quilt challenge winners. • Announce winners and distribute prizes at guild meeting. • Coordinate display of mini-quilts in gallery wall at Blue Bar Quilts after winners announced. • Attend Board meetings every other month.
Est. time	• Monthly: 1-2 hours • Bi-Monthly: 2 hours attending and actively participating in board meetings (6 board meetings held per year) • 15-20 hours during the week of the Great Wisconsin Quilt Show

Role	Blotto (block lottery) **Currently inactive**
Overview	Coordinates the Blotto (Block Lottery) program.
Key tasks	• Determines the block/quilt theme and schedule for demonstrations and block collections for the guild year. • Makes or finds the block pattern instructions and posts them on Facebook and the guild website after demos. • Discuss block construction at front podium at each meeting. • Collects finished blocks at meetings and selects the Blotto winner. • Answer any questions about Blotto at meetings, online or on Facebook.
Est. time	• Monthly: about 10 hours

Additional roles:

- Website & Social Media
- Email (guild news and program promotion)

ADDITIONAL VOLUNTEER OPPORTUNITIES

Programs committee
The committee helps with tasks such as:

- Assist with identifying and contacting potential speakers
- Assist with securing workshops and retreats
- Introduce guest speakers at guild meeting if needed

Community projects committee
The committee helps with tasks such as:

- Long-arm or domestic machine quilting
- Binding
- Sorting fabric
- Charity sew event preparation and day-of set-up
- Misc. community service tasks
- Est. time: varies, up to 3-4 hours per month

Summer picnic & Winter/holiday luncheon committee
The committee helps with tasks such as:

- Determining event location
- Catering, menu or food/bev coordination
- Invitation details for MCQG members
- Day of event set-up and take-down

Guild exhibit booth worker (at Great WI Quilt Show)

- 1-hour shifts are available during the 3-day event
- Smile; represent the friendliness of our guild
- Welcome attendees to enter guild booth and vote on their top 3 favorites
- If attendees are local to the Madison area, invite them to attend a guild meeting
- Provide membership form to attendees that are interested in joining