



# BOARD MEMBER OVERVIEW

July 2023

# Guild Purpose



As stated in the Bylaws:

Our mission is to support and encourage the growth and development of modern quilting through art, education, and community.



# Board Member Purpose

- To promote the growth of the Modern Quilting community in the St Louis and surrounding areas. The Board will create the annual strategy with an objective of sharing current information, tools, and techniques of modern quilting by creating opportunities for members to learn, practice and network.
- Serving as representatives of the guild, the Board will seek to represent the needs and preferences of the members and make decision based on those preferences, aligning with the Modern style of quilting.
- The Board also encourages service and community by supporting opportunities to give to charities, serve underprivileged groups, and communicate sewing related community events and activities to members.



# Board Responsibilities Overview

- Overall planning and management of meetings, speakers, and events
- Financial management of guild events
- Selects the annuals committees and works with them to provide fun and valuable experiences
- Maintains the guild communications through emails, social media, and the [STLMQG.org](http://STLMQG.org) website
- Effectively manages the chapter's membership in the Modern Quilt Guild
- Communicates with the guild to ensure they are informed of guild events, activities and community events of interest
- Welcomes members at meetings and other social events



# Activities Schedule & Planning

- Monthly

- Activity or challenge that promotes Modern skill building
  - Each month's challenge typically comes together at the end of the year to form a complete quilt. This is in addition to the monthly program, swap challenges, QuiltCon submissions, or charity quilt initiatives.

- Annual

- Sew Me St Louis: 3-day weekend in the Fall
- Two Speakers/Workshops per year
- December Meeting Raffle
- Quilt Show – every other year in March

# Meetings



President	Vice President	Secretary	Treasurer	Web Director	All Board Members
Finalizes agenda	Creates final powerpoint slides for the meetings with other board members	Write and send the pre-meeting email summarizing the agenda and logistics of the meetings	Updates the fabric raffle site and any other raffles, sign-ups, or registration links as needed. Provide information to Web Director & Secretary	Backs up Secretary at the Meeting.	Submits slides on topics related to their areas as needed
Leads the meeting	Leads the meeting when President is not available	Take meeting notes to provide for recap.	Manages Membership, Sign-in Table, and any financial transactions	Manages the zoom meetings logistics	Arrives early to ensure proper set up of room and AV equipment
Greet members	Greet members Co-manage sign in table as needed	Take Board meeting notes	Monitor & bring Attendance Prizes. Pull tickets for attendance prizes	Take photographs of activities and show & share for website	Follows up with committee leads as needed to solicit agenda items
Liaison for meeting space	Creates officiant for election in November		Take headcount of attendance at meeting		
Lead show and share, announce fabric raffle winners	Manages guild library & color cards (color cards do not get checked out). Keeps books & leads the check out/in process during breaks				

# Committees



President	Vice President	Secretary	Treasurer	Web Director	All Board Members
Determines what is needed from committees	Determines how many people are needed on each committee	Drafts emails to membership as requested by committees.	Supports committees in financial management tasks	Trains committee leads on Wild Apricot site so that they can manage their pages/info	Serves as a Board Liaison for at least one committee
Works with committee chairs to get information for meeting slides	Reviews committees with the guild at January meeting to encourage participation		Sets up and tests payment and registration processes and sites	Coordinates with Board Committee Liaisons to post special events on annual calendar	Coordinate committee announcements for the meeting
Coordinate events, challenges, swaps, meetups, and other activities with chairpersons	Ensure each committee has a chair and monitors committee membership #s		pays annual zoom account fee		
Provide framework for the year	Invites committee chair or other representative to quarterly meetings				
Keep committees in tune with modern aesthetic	Coordinates a committee lead appreciation event				

# Financial Management



President	Vice President	Secretary	Treasurer	Web Director	All Board Members
Audit treasurer's books		Backs up Treasurer at meeting, reports financial info when Treasurer is absent	Prepares Quarterly Audit report for President		Assess budget and needs for current and upcoming year
		Manages membership with the Modern Quilt Guild	Collects dues, fees, and raffles and issuing receipts.		Provides guidance to committees regarding budgets & facilitates questions back to the board as needed
			Manages Bank Account, PayPal, and Square, Stripe and other payment processor accounts. Responsible for making deposits and withdrawals. Upload bank statements to treasurer drive on the google workspace		
			Work with president on filing state and federal tax forms		
			Manages insurance renewals		
			Manages STLMQG organization registration with Secretary of State		



# Speakers & Workshops



President	Vice President	Secretary	Treasurer	Web Director	All Board Members
Coordinates with speakers and workshops instructors directly	Coordinates arrangements for speakers including lodging, transport to/from airport if needed, and meals	Assists vice president in coordinating arrangements	Works with president to assess and complete all contracts	Posts event information on workshop details & registration process	Request info from potential speaker & workshop providers
Determines value to cost of speaker and how cost fits into the overall annual budget	Supports social media postings for speakers & workshops	Manages communication on workshop details	Recommends annual budget for speakers	Manages workshop attendance/registration on Wild Apricot	Seeks vendors/speakers within guild's budget and preferences
Promote workshop attendance if workshops do not get filled	Promote workshop attendance if workshops do not get filled		Assist with setting up registration/process process		Determines workshop fees for participants based on total budget

Speakers and workshops should be determined no later than May the prior year and reserved with dates no later than August the prior year.  
 Budget for: Speaker fee, Workshops fees, venue, lodging, transportation, and meals

# Communications



President	Vice President	Secretary	Treasurer	Web Director	All Board Members
Provide oversight of all communications to ensure coordination between officers, committee leads, etc.	Present quilting/sewing related community based activities to members at guild meetings and promote on social media	Create monthly newsletter/email	Ensure/double checks that any payment or registration processes and links are accurate and working properly	Maintain Wild Apricot Site by updating with new information on guild meetings and activities.	Support social media posts of the committee for which they are serving as liaison
Respond to inquiries and monitor the activity on the Guild's Social Media accounts	Promote speakers, workshops, and key guild events	Create team members surveys as needed	Prepare business reports for monthly recap	Create and manage events on Wild Apricot site	Monitor and send emails to other board members as needed
President will check the main STLMQG Gmail Account	Maintain Vice President gmail account	Maintain Secretary gmail account	Maintain Treasurer gmail account	Maintain Web Director gmail account	
Utilize social media sites to reinforce Modern Aesthetic and promote guild events	Maintain all event posting reminders according to posting schedule				

# Calendar of Events & Board Schedule



President	Vice President	Secretary	Treasurer	Web Director	All Board Members
Creates the overall agenda to support the guild's annual strategy - have a big picture view of all guild activities	Send Committee Info/due dates to the Secretary	Maintains the board related items on Wild Apricot site	Ensures financial processes are set up on time to support activities	Updates the calendar on Wild Apricot for member events	Tracks committee needs and coordinates committee communications and activities with the guild calendar