

**Charity Chairperson****Supersedes**

Original - Standard Operating Procedure for Charity Chairperson

Current Chairperson

Lois Coons

Job Description

The Committee lead for Charity is responsible for coordinating all efforts for the Guild's donation program. Responsible for maintaining any assigned budget targets.

The Charity Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Charity Chairperson General

Item	Action
1.	Recruit members to participate on the Charity Committee. Recommend a committee of six.
2.	Conduct regularly scheduled committee meetings. Invite the President to committee meetings.
3.	Contact local organizations to arrange for donation(s) from the Guild.
4.	Procure or solicit donations from members of quilting supplies. Responsible for maintaining established budget target.
5.	Maintain inventories of quilting supplies.
6.	Provide Charity Quilt specifications to Membership Chairperson for yearly roster. See FQG-11 <i>Membership</i> step 10.
7.	Coordinate all activities to prepare kits for sew-in events for the guild. This includes determining the pattern(s), cutting of fabric and batting, preparing instructions, and packaging of kits. Schedule 'cutting' days with committee to cut and assemble kits.
8.	Reserve facility (church) for sew-in events Communicate date to members via email and newsletter.
9.	Maintain inventory of kits and distribution to members.
10.	Organize the Love Project for the Guild. Target date is the February General Meeting. Ensure there is a snow date scheduled with the Program Committee for Spring of the current quilt year.

*Kits**Love Project*

QUILT SHOW CHAIRPERSON

Quilt Show

Item	Action
11.	Meet with committee to determine demonstrations for Love Project event and for Saturday at the Library.
12.	Make copies of patterns for distribution to members at the Love Project event.
13.	Responsible for Charity Display at bi-annual Quilt Show. See SOP FQG-05 Charity section for details.

**Previous
Chairperson**

Lois Coons	Since 2004
Linda Taltavull	Charity Done through Program Committee
