

**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 (RFF-1) with the Attorney General's Office.

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 raffle (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

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

## **Special Events**

Coordinate and recruit leaders for special events such as:

- Annual Tea
- Grange Retreats
- Christmas parties
- 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.)

## **Quilt show**

(Chair rotates to SINS for 2018.)

## **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.