

## Duties of the TBQ Guild Community Service Chair

### **VOTING MEMBER OF THE EXECUTIVE COMMITTEE**

The Community Service Chair:

- announces the current community service project to members at the TBQ general meeting in August
- organizes members to help with the project
- collects donated materials and purchases materials as necessary
- arranges for workshops, as necessary, to complete projects
- provides “news blast” info to the Electronic Communications Chair as needed
- arranges for products to be delivered to the appropriate organization upon completion
- reports on progress of the project at the monthly general meetings
- conducts a Community Service Show and Tell at the monthly membership meetings
- submits a completed ‘Request for Reimbursement’ form, along with receipts to the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June
- oversees the following committees: Adult Center Quilt Display, Chamber of Commerce Quilt Display, Historian

### NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.
2. This chair may also be asked to assist with the annual quilt hanging at the Prescott Public Library.
3. The Executive Committee helps determine the charitable group or organization from ideas provided by the Chair.