

## Duties of the TBQ Guild Mentor Chair

### The Mentor Chair:

- maintains a “mentor’s table” at the general membership meetings with mentors available to the membership before the general meeting and during the break
- assists members with problems the encounter on their quilting projects
- answers quilting questions
- researches and responds to members on questions needing more in-depth study
- demonstrates new quilting techniques each month using visual aids and sample projects and/or demonstrates new and useful tools
- submits a brief summary and picture of the most recent Mentor’s topic to the Webmaster each month by email even if a substitute mentor is manning the table
- with the above submission to the Webmaster, includes a link to helpful information and videos that will give members resources to follow up to the presentation
- prepares instructional handouts, pattern, and templates as need at your own discretion
- announces your topic at the general meeting
- may ask assistance from members to co-host the Mentor’s Table on any given month or to substitute if she is unable to attend
- provides a year-end report of activities, issues, concerns and suggestions to the President in June
- add a copy of the year-end report into the Mentor’s record booklet
- meet with the incoming Chair during transition to pass off the record booklet and table signage

### NOTES

1. The chair should keep a record of income and expenses for the year-end report to the President.
2. Mentors normally do not have expenses. Before making purchases for which you wish to be reimbursed, obtain board approval. If approved, submit the complete ‘Request for Reimbursement’ forms,

along with the receipts to the Treasurer in order to be paid for expenses.

3. Members may request copies of instructions or mentor demonstrations at a suggested cost of 25 cents per page. Any balance remaining beyond the coping costs is submitted to the TBQ Treasurer with appropriate documentation.
4. There will be no Mentor's Table during the December Christmas Party, nor the July Birthday Party.