

Duties of the TBQ Guild Opportunity Quilt Chair

The Opportunity Quilt Chair:

- participates in opportunity quilt design choice through member participation
- enlists assistance of the Opportunity Quilt Committee to determine the final choice, if needed
- assists in making the opportunity quilt with other committee members
- submits completed 'Request for Reimbursement' forms, along with the receipts to the treasurer in order to be aid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The chair should keep a record of income and expenses for the year-end report to the President.