



GUILD COMMITTEES.... in a Nutshell:

For more information on these committees and officer duties visit our website at gwinnettquiltersguild.org

(click "Welcome" — "Governing Docs" — "Guild PP Manual")

Hospitality: Welcomes all visitors and collects information and visitors' fees. Sends emails encouraging them to come again, or better yet, to join the guild!

Membership: Greets members at each meeting. Keeps an updated record of all member information. Collects registration forms/money, and performs other duties related to membership.

Just for You: Leads our community service for kids...making quilts distributed in our local children's hospitals. Often prepare quilt kits and suggest ideas for great kids' quilts. In charge of our yearly Just for You celebration, typically at our May guild meeting.

Birthday Drawing: Collects gifts from those members who are celebrating their birthday that month and staffs the birthday drawing table (tickets only 4 for \$1!) and distributes the gifts as the last fun activity of the guild meeting day.

Library:

Purchases and maintains the guild's library books. Staffs the library table at guild meetings.

Show and Tell: Coordinates the Show 'N Tell portion of the guild meeting and distributes ribbons to the participants.

Parliamentarian:

Keeps us in line by making sure that we follow "the rules" during meetings.

Website:

Compiles information and regularly updates the guild website to keep the guild members aware of what is going on in our guild and around us. Avails guild info to those outside the guild that might be interested, as well.

Quilts of Valor: Keeps the guild informed of what is happening in the local and national levels of QOV.

Newsletter Editor: Collects information from the various committee chairpersons and generates a monthly newsletter to keep us "in the know". Then, sends the newsletter by email (or by mail if a member has no email address) approximately a week before the upcoming meeting. Also maintains the power point presentation seen at times before the meeting and during the guild break.

Retreat: Coordinates and plans the yearly retreat, including finding a location, speakers, vendors, goodies, etc. Collects fees and forms from attendees.

Photographer: Takes photos of new members, Show 'N Tell quilts, and celebrations and makes them available for the website, PP presentation, and other sites, as appropriate.

Directory: Compiles guild and member information into a paper bound directory to be used for personal use among the members. The Directory includes member pictures (assisting us in putting faces with names) and contact information.

Friendship: Sends birthday, get well, and sympathy wishes and reports such special events to the membership with prayer and praise.

Small "Bee"

Groups:

Coordinates the various Bee groups in the guild, assisting members who would like to join a specific group, or to create a group of members with a similar interest.

**Get involved! You'll
be glad you did!!**