

**Camarillo Quilters Association**  
A California Nonprofit Mutual Benefit Corporation

**Standing Rules &  
Job Descriptions**

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Amended Sept. 1, 2015

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(Job Descriptions - See attachment)

## **Section 1: Standing Rules Definition**

The Standing Rules define the administrative details of the operation of Camarillo Quilters Association (“CQA”) and include the job descriptions of the Officers and Standing Committee Chairs. These Standing Rules supplement the Bylaws.

## **Section 2: Standing Rules Adoption and Amendment**

The Standing Rules shall be adopted or amended at any time by a majority vote of the Board of Directors’ members present and voting, provided that notice is given of the proposed adoption or amendment(s) with the notice of the Board of Directors’ meeting at which the adoption or revision is to be considered.

## **Section 3: Review of Bylaws and Standing Rules**

The Bylaws and Standing Rules should be reviewed at least every five (5) years.

## **Section 4: Membership Meetings**

**4.01** General Membership meetings shall be held on the second Tuesday of each month at 9:30 AM in the Freedom Center at 1605 Burnley St., Camarillo, California, 93010. There shall be no meeting in August.

**4.02** The Board of Directors shall maintain a CQA Notice board at each General Membership Meeting. Postings on this board will include the current year-to-date financial statement, minutes of the prior General Membership Meeting, and any other notices or announcements for the General Membership.

**4.03** CQA meetings are fragrance, cell phone, and children free.

**4.04** A guest fee of \$5.00 shall be collected from visitors at each meeting, with the exception of the June and December meetings.

## **Section 5: Membership**

**5.01** Member responsibilities are to pay dues, follow all policies as outlined in the Bylaws and Standing Rules, and provide CQA with their full name and mailing address.

**5.02** Annual dues shall be set by the Board of Directors each year no later than January for the following fiscal year, taking into account the current financial reserves (See *Financial Reserves Analysis* section below).

**5.03** New members who join after March 31<sup>st</sup> shall pay dues for the next fiscal year and receive membership for the remainder of the current fiscal year free of charge.

**5.04** Members shall receive access to the CQA website.

**5.05** The Bylaws and Standing Rules shall be available on the CQA website. Members who do not have access to the internet may submit a written request for a hardcopy of such documents. The request may be turned in at the Membership table at a General Membership Meeting or mailed to CQA at P.O. Box 347, Camarillo, CA 93011-0347.

## **Section 6: Membership Directory**

**6.01** The Membership Directory shall contain 1) the names of current members, 2) their mailing address, home and cell phone numbers, and email address based on the member’s privacy settings, 3) the names of the Officers, Directors, and Standing Committee Chairs.

**6.02** The Membership Directory shall be emailed to members as a PDF on a quarterly basis that members may print at home. Members who do not have a valid email address (see *Website* section below) may submit a written request for a hardcopy. Members desiring a hardcopy of the newsletter and/or directory may turn in a request at

the Membership table at a General Membership Meeting or mail to CQA at P.O. Box 347, Camarillo, CA 93011-0347. The cost is \$15 per year to receive printed copies of the newsletter and roster by US Mail. (Also see 7.03)

**6.03** The Membership Directory is for CQA member use only. It may not be used for any commercial purpose.

#### **Section 7: Newsletter**

**7.01** The CQA Newsletter shall be published six times per year, on the first day of July, September, November, January, March, and May.

**7.02** The deadline for submissions shall be the 15<sup>th</sup> of the month prior to the issue date.

**7.03** The CQA Newsletter shall be posted on the website. Printed copies shall be mailed to those members having requested such on their membership application. The cost is \$15 per year to receive printed copies of the newsletter and roster by US Mail. Additional printed copies shall be available for new membership packets and for members who wish a printed copy but do not have access to a printer. (Also see 6.02)

#### **Section 8: Website**

#### **Section 9: Small Groups**

**9.01** The Small Group committee chair shall maintain a list of small groups and provide changes to our webmaster.

**9.02** Small Groups associated with CQA shall receive assistance with formation and recruiting from the Small Groups Coordinator; may be listed on the CQA website and in CQA publications; and those who are CQA members may be asked to assist with CQA activities from time to time as needed.

**9.03** CQA and its leadership are not responsible for the actions of small groups or small group members.

#### **Section 10: Library Procedures**

**10.01** Only members shall have Library privileges.

**10.02** Members may check out up to two books each month. The books are due to be returned at the following month's General Membership meeting. A book may be renewed for one additional month in person, by phone, or by email to a librarian.

**10.03** If a book is lost, the member who borrowed the book is responsible for paying for the book's replacement.

**10.04** Members may check out one crate of Library books each month. The member is responsible for the entire crate of books for the month. The crate and books are to be returned at the following month's General Membership meeting. If the crate and books are lost, the member who borrowed them is responsible for paying for their replacements.

## **Section 11: Workshops**

**11.01** Workshops shall be held on the Wednesday after the second Tuesday of each month at a site to be selected by the Board of Directors. The workshops will normally begin at 9:30 AM, with setup starting at 9:00 AM. There shall be no workshop in August.

**11.02** CQA workshops are fragrance, cell phone, and children free.

**11.03** Fees for workshops shall be set by the Board of Directors on a teacher-by-teacher basis.

**11.04** Officers, Members of the Board of Directors and Standing Committee Chairs may sign up for a workshop at the CQA Board of Directors' meeting immediately prior to the opening of signups for the workshop at the General Membership meeting. Signups shall be by payment of workshop fees.

**11.05** Workshop signup sheets shall be made available at the General Membership meeting for two meetings prior to the date of the workshop. Signups are on a first-come, first-served basis.

**11.06** The workshop fee must be paid at the time of the sign up.

**11.07** Sign up by mail cannot be accepted until after the signup has been available at a General Membership meeting.

**11.08** If a member has signed up for a workshop and is unable to attend, he or she is responsible for finding a replacement attendee. The new attendee shall pay the workshop fee directly to the member canceling. There shall be no refunds coming directly from CQA.

**11.09** Workshops are open to non-members only if the workshop does not fill the month prior to the workshop, or at the discretion of the Director, Workshops. An additional workshop fee shall be assessed for non-members. These fees shall be set by the Board of Directors on a teacher-by-teacher basis.

**11.10** CQA does not provide food, beverage, or refrigeration facilities at workshops.

**11.11** CQA is not responsible for personal property, supplies, or equipment at workshops.

**11.12** The Director of Workshops or designee shall attend the workshop free of charge.

**11.13** The CQA member who hosts the teacher in his or her home may attend the workshop free of charge. This benefit is not transferrable.

**11.14** The outgoing President shall receive three (3) certificates for free workshops per term served. These certificates shall expire in one year and shall not be transferrable. The certificates cannot be replaced if lost.

## **Section 12: Travel and Special Events**

**12.01** CQA may organize special events, such as bus excursions. Fees for special events shall be approved by the Board of Directors on an event-by-event basis.

**12.02** Special event registration shall be available at the CQA General Membership Meeting using cash or check. Registrations are on a first-come, first-served basis.

**12.03** The special event fee must be paid at the time of registration. Officers, Members of the Board of Directors, and Standing Committee Chairs may sign up for a special event/excursion at the CQA Board of Director's meeting immediately prior to the opening of signups for the special event/excursion at the General Membership meeting. Signups shall be by payment of travel fees. Sign up by mail cannot be accepted until after the signup has been available at a General Membership meeting.

**12.04** There are no cancellations or refunds of special event fees. If a member has registered for a special event and is unable to attend, he or she is responsible for finding a replacement attendee. The new attendee shall pay

the special event fee directly to the member canceling. The Travel Committee Chair must be informed of any changes in participants. There shall be no refunds coming directly from CQA.

**12.05** Special events are open to non-members at the discretion of the Travel Committee Chair. The Committee may set a pre-purchase deadline for members to purchase space at special events for themselves and their guests at a reduced fee. Members and non-members may be invited to purchase available space at an increased rate following the pre-purchase deadline based upon space available.

**12.06** The Travel Committee Chair or designee shall attend the special event free of charge.

### **Section 13: Speaker Hospitality**

**13.01** All arrangements for speaker activities shall be coordinated by the Director, Speaker Hospitality. CQA shall host the speaker for lunch at a local restaurant immediately after the General Membership meeting. CQA members shall be invited to attend.

**13.02** The Director of Speaker Hospitality or designee shall be reimbursed for the cost of the speaker's lunch at the CQA hosted lunch.

### **Section 14: Compensation of a Member in a Contracted Capacity**

When CQA plans to contract with a Member to teach, conduct a workshop, lecture, or perform in a "Contracted Capacity" for which CQA would normally pay a CQA non-member, the Board must announce to the Members that the individual is a Member functioning not as a Member but as a private individual who would be contracted and paid for work performed.

### **Section 15: Southern California Council of Quilt Guilds**

**15.01** CQA shall maintain membership in the Southern California council of Quilt Guilds (SCCQG).

**15.02** Quilt guilds that are members of SCCQG may display an Opportunity Quilt and sell tickets at General Membership meetings with prior approval of the President. The visiting Guild must provide a quilt stand for the opportunity quilt being offered.

### **Section 16: Nominations for Board of Directors**

**16.01** Refer to the Bylaws for details on the nomination process for Board of Directors.

**16.02** Job Descriptions shall be available on the CQA website, and at General Membership meetings during the nomination and election process (January through April).

### **Section 17: Board of Director Transitions**

**17.01** In accordance with the Bylaws, newly-elected members of the Board of Directors shall begin work with the outgoing counterpart within one week of election.

**17.02** Newly-elected members shall receive a copy of the Procedure Manual for their position within one week of election. Newly-elected members shall shadow their outgoing counterpart during the balance of the fiscal year, which includes attendance at the May meeting of the Board of Directors and observation of, or participation in, the position's duties at the May General Membership meeting. The purpose is to ensure a smooth transition and transfer of knowledge.

### **Section 18: Standing Committee Chair Transitions**

**18.01** In accordance with the Bylaws, Standing Committee Chairs shall be appointed by the Board of Directors at the beginning of the fiscal year.



**18.02** Newly-elected Standing Committee Chairs shall receive a copy of the Procedure Manual for the position in April, and shall shadow the outgoing Chair during the balance of the fiscal year, which includes attendance at the May meeting of the Board of Directors and observation of, or participation in, the position's duties at the May General Membership meeting. The purpose is to ensure a smooth transition and transfer of knowledge.

#### **Section 19: Procedure Manuals**

**19.01** The Procedure Manuals provide the details of the responsibilities and day-to-day operations of the Officer and Standing Committee Chair positions. The Procedures Manual supplements the Bylaws, Standing Rules, and Job Descriptions.

**19.02** The Procedure Manuals shall be prepared by the individual Officer, Director, or Standing Committee Chair concerned and updated annually. Procedure Manuals may be revised at any time by the affected Officer, Director, or Standing Committee Chair without notice.

**19.03** The Vice President shall be responsible for assuring that the manuals are updated annually, reflect the current activities of the particular Officer, Director, or Standing Committee Chair, and are in compliance with the Bylaws and Standing Rules. This review shall be completed by the Vice President each year before the Election of Officers.

#### **Section 20: Advertising and Items for Sale**

**20.01** There shall be no advertising in any CQA publication or on the CQA website, with the exception of member-posted ads the Classified Ads section. The President approves all classified ads.

**20.02** History Committee Chair shall be responsible for ensuring that the CQA bulletin board is available at all General Membership meetings. The bulletin board serves as a clearinghouse for free brochures and pamphlets of interest to quilters, shop information, and business cards from quilt-related businesses. No merchandise may be displayed.

**20.03** CQA policy does not allow advertising or the sale of items at CQA meeting, except on the bulletin board or during informal conversation, except as noted in 20.04.

**20.04** Program speakers may present items for sale at the General Membership Meeting and Workshop.

#### **Section 21: CQA Equipment**

**21.01** An inventory of CQA equipment shall be maintained by each Officer, Director, and Standing Committee Chair and shall include a description of the equipment, its location, and the Officer, Director, or Standing Committee Chair who is responsible for it. This inventory shall be reviewed and updated during Board of Directors transition each year and an updated copy shall be provided to the President and Secretary.

**21.02** Equipment belonging to CQA shall not be rented.

#### **Section 22: Insurance**

CQA shall carry liability insurance sufficient to cover all of its activities, and property insurance sufficient to cover its equipment and supplies inventory..

#### **Section 23: Fiscal Year**

The fiscal year for CQA is June 1 through May 31.

## **Section 24: Financial Records**

**24.01** The Treasurer shall maintain all of the CQA financial records using Generally Accepted Accounting Principles. The Treasurer shall, on a monthly basis, post a current balance sheet and year-to-date income statement-budget vs. actual on the website and shall provide printed copies of these documents to the President and Secretary at each Board meeting. The Treasurer or designee shall make a monthly report to the general membership at the General Membership Meeting of the total combined balance of CQA checking and savings accounts and prior month's income and expenditures.

**24.02** CQA checking accounts shall be reconciled on a monthly basis; the savings accounts shall be reconciled on a quarterly basis. The Treasurer shall print both a Summary and a Detailed Summary of the QuickBooks bank reconciliation report and attach them to the monthly bank statements. The Treasurer shall reconcile the bank accounts and close the books for the prior year in a timely manner prior to turning the books over to the incoming Treasurer.

**24.03** Members of the Board of Directors have the right to at any reasonable time to inspect CQA books, records and documents of any kind. The inspection includes the right to copy and make extracts of documents.

**24.04** At the June Board meeting of each year, the Board shall form a committee of at least two members, excluding the prior year Treasurer if in service on the current year Board, to make an inspection of the prior year's financial records. This committee shall submit a written report to the Board no later than the September Board meeting of their findings.

## **Section 25: Records Retention and Storage**

**25.01** CQA shall maintain a public storage facility to store equipment and records. The storage facility is the responsibility of the President and will transfer to the incoming President in June. The President is responsible for the keys to the unit and must maintain a record of each person who has possession of a key. All items removed from and returned to the unit must be noted on the clipboard inside the door.

**25.02** CQA shall adhere to the following record retention requirements:

- Tax returns, year-end financial statements, Board of Directors and General Membership Meeting minutes shall be kept permanently in digital format.
- Income and expense detail records shall be kept for seven (7) years.

**25.03** CQA Articles of Incorporation, Federal and State tax-exempt letters shall be kept permanently in digital format, and paper copies shall be kept in a fire-resistant box in the storage unit. Information shall be backed up annually.

## **Section 26: Budget**

**26.01** Officer and Committee Chairs may approve expenditures within their annual budgeted amount without additional approval. Expenditures exceeding annual budgeted amounts by \$200 per budget line must be approved by the membership. All Philanthropy recipients and Philanthropy expenditures require Board approval.

**26.02** Requested budget amounts for the next fiscal year budget shall be given to the Treasurer by the current Officers and Committee Chairs no later than the April Board meeting. Officers and Committee Chairs failing to submit a timely requested budget amount for the next fiscal year shall receive no more than the current fiscal year's annualized year to date expenditures in the next fiscal year budget.

**26.03** The next fiscal year budget shall be prepared by the Treasurer, in consultation with the President, the incoming Treasurer and the incoming President for the May Board meeting and, upon Board approval, be posted at the May General Membership meeting for Members' review and comments.

**26.04** The next fiscal year budget shall be approved by the General Membership at the June General Membership meeting.

### **Section 27: Financial Reserves Analysis**

**27.01** At the end of each fiscal year when the books have been closed, the outgoing Treasurer shall complete the Financial Reserves Analysis. This analysis computes the required cash reserves, based on three (3) times the approved budgeted net operating income\* for the coming year. In the event that an extra-ordinary item is budgeted for the coming year, that figure shall be deducted from the approved budgeted net operating income for the purposes of this analysis.

\* Net operating income is defined as net income excluding any Quilt Show income or expense.

**27.02** Once the required cash reserves have been calculated, the available cash may be computed by subtracting reserves from total assets. The resulting figure is available cash over and above the estimated budget for the next three years.

**27.03** In the event that the available cash figure is less than or equal to zero (0), a dues increase for the following membership year is mandatory.

**27.04** In the event that the available cash figure is greater than zero, the Board may consider using some portion of the available cash for an extra-ordinary event (for example, an unusually expensive teacher).

### **Section 28: Deposit of Funds**

**28.01** The Treasurer or designee shall deposit all funds received by CQA within a reasonable time to the credit of CQA with such depositories as the Board may designate.

**28.02** All Directors and Committee Chairs or their designees receiving funds at the General Membership Meeting shall submit a Cash Count Form with the funds received. The funds received are to be counted twice by two individual Directors, Committee Chairs or Committee Members with their signatures noted on the Cash Count Form.

**28.03** Members paying cash for any dues or fees shall receive a receipt for cash received. The yellow copy of the cash receipt given shall be attached to the cash count form for which the cash paid is included.

**28.04** The President and/or designee shall maintain the keys to the post office box. All checks received by mail shall be given by the President to the Treasurer for deposit within a reasonable time. The Treasurer is responsible for notifying the appropriate Officer or Committee Chair of receipt of funds by mail.

### **Section 29: Disbursement of Funds**

**29.01** The Treasurer shall disburse the funds of CQA as designated by the Board. All CQA banking accounts shall require two (2) signatures authorized to sign the checks. The authorized signers of the checking account and savings accounts are the President, Treasurer, Vice President and Secretary. When there is a Quilt Show Committee Chair, that person shall be an additional signer on the working checking account.

**29.02** Speaker fees for the program and workshop shall be paid on the day of the General Meeting in which the speaker presents his or her program. Reimbursements for transportation fees, hotel and meals in the speaker's contract shall be paid to the speaker upon presentation of receipts for such expenses incurred and within a reasonable time. An e-mail confirmation of the speaker's airline tickets shall be acceptable as a receipt for transportation.

**29.03** If an out of town speaker drives rather than flies, transportation shall be paid at the lesser of (1) an amount calculated by comparing the cost of acquiring an advanced purchase coach ticket plus a reasonable amount for baggage and for ground transportation the speaker would have spent in getting to and from the airports on both ends of the trip, OR (2) an amount calculated by multiplying the actual mileage from their home or previous speaking engagement location to our meeting location, plus their return trip home (or to their next speaking engagement, if a shorter drive) by the standard IRS rate.

### **Section 30: Philanthropic Donations**

The names of suggested recipients of CQA monetary donations shall be submitted to the Board of Directors for approval.

### **Section 31: Member Reimbursements**

**31.01** All reimbursement requests for Members must be made by submitting to the Treasurer a completed CQA Reimbursement Form (available on the CQA website) signed by the responsible Officer or Committee Chair accompanied by receipts. All requests for reimbursements from CQA must be made within sixty (60) days of the completion of the event and within the fiscal year that the event occurred. Non-compliance of these requirements may result in denial of reimbursement.

**31.02** Members shall be reimbursed for mileage using the standard I.R.S. mileage rate published annually on the I.R.S. website, [www.irs.gov](http://www.irs.gov). Mileage reimbursement shall be for members who drive the speaker to or from the airport or another guild if CQA is sharing transportation costs, and to the SCCQG representative for required meetings. The board may authorize additional mileage reimbursement on a case-by-case basis.

### **Section 32: Online Banking**

**32.01** The outgoing Treasurer shall provide the newly-elected Treasurer the passwords to the banking account and the PayPal account when the books have been closed for the prior fiscal year. The newly-elected Treasurer shall change the logon and passwords to the banking account and the PayPal account and provide the President with the new logons and passwords. The Treasurer shall also provide the Webmaster with the PayPal account logon and password.

**32.02** Online transfers between banking accounts shall be approved by completion of the CQA Online Bank Transfer form. This form is to be signed by two (2) signers of the account from which the funds are transferred.

### **Section 33: Tax Reporting Requirements**

**33.01** CQA State and Federal ID numbers are:

- The CQA Federal EIN is 95-3682360.
- The CQA CA Corporate ID number is C1534930.
- The CQA CA Raffle Registration Number RF0008175.
- The CQA BOE Seller's Permit Number is SR AR 102489221

**33.02** The Treasurer or designee shall be responsible for filing the following required tax reporting forms in a timely manner:

- Federal form 990-N (online) due October 15 of each year.
- State form 199N (online) due October 15 of each year.
- CA Secretary of State Statement of Information SI-100 due June 30 of each even year; may be done online.
- CA Annual Registration Renewal Fee Report CT-NRP-1 due September 15 of each year.
- CA Nonprofit Raffle Report form CT-NRP-2 due October 1 of each year; the raffle reporting year is September 1 – August 31 of each year.
- CA Sales Tax form BOE-401EZ is due July 31<sup>st</sup> of each year.

**33.03** The Quilt Show Chair or designee is responsible for recording member and non-member admission sales to meet Internal Revenue Service standards for member vs. non-members gross receipts (to qualify as a 501(c) (7) tax-exempt organization, at least 65% of gross receipts must be from members). Other Quilt Show sales will be assumed to be at the same percentage as admissions.

**33.04** The Quilt Show Chair or designee is responsible for recording sales tax collected at the Quilt Show for boutique sales, etc.

**33.05** The Library Committee Chair or designee is responsible for recording sales tax collected at the annual Library book sale.

### **Section 34: Job Descriptions**

The following pages contain the Job Descriptions for all Officer and Standing Committee Chair positions for the Camarillo Quilters Association. These Job Descriptions are a part of the Standing Rules and are adopted and amended by the same process as the Standing Rules.

**Officers** - President, Vice President, Treasurer, and Secretary

**Board of Directors** - Director, Speaker Contracts; Director, Speaker Hospitality; Director, Workshops; Director, Ways & Means; and Director, Membership

**Standing Committee Chairs:** Block Party, Communication, Community Quilts, Facilities, History, Library, Member Hospitality, Newsletter, Quilt Show, Small Groups, Travel, and Website

3/14/2017

9/10/2018

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	President	
Date	October 2018	Revision Date October 2018
Approved by		

### Position Summary

The President presides over Board of Directors meetings, General Membership meetings, and special meetings as required. Maintains records as needed and ensures that all other office holders perform their duties as assigned. Assigns special committee chairs as needed.

### Essential Duties and Responsibilities

- Preside at all meetings of Board of Directors and General Membership meetings.
- Attend all special meetings as they are required.
- If unable to attend, assigns duties as required by CQA Bylaws.
- Maintain records, calendars, procedural manuals and other documents and materials pertinent to the position.
- Serve as signatory on CQA bank accounts.
- Provide President's Message to the Newsletter.
- Approve classified ads for Classified Ad section on the CQA Website.
- Working with the Treasurer, oversee all non-speaker contracts and renewals.
- Oversee, negotiate and sign all non-speaker contracts.
- Notify the Board of Directors if unable to fulfill position. Communicate with Vice President who will assume duties as needed to ensure that responsibilities of this position are fulfilled.
- If responsible for CQA equipment, maintain current inventory of such equipment.
- Pick up mail and distribute as needed.
- Be accessible to and encourage CQA members.

### Required Knowledge / Skills / Abilities

- Must have served on the CQA Board of Directors or served on a Standing Committee for at least one year or have been a member of CQA for at least two years prior to taking office.
- Must have prior leadership experience either commercially or as a volunteer.
- Must be able to recruit strong committee chairs.
- Must be experienced in dispute resolution.

### Physical / Mechanical Requirements

- Must be able to transport and store, or cause to be transported/stored, all materials needed for Board and General Membership meetings.
- Must attend Board meetings and provide a report of current activities/issues to the Vice President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Vice President	
Date	December, 2013	Revision Date Nov. 2018
Approved by		

### Position Summary

The Vice President will serve as parliamentarian, SCCQG representative, and as replacement for the President when necessary.

### Essential Duties and Responsibilities

- Represent CQA at SCCQG (Southern California Council of Quilt Guilds) meetings and functions.
- Communicate actions and pertinent activities of SCCQG to the Board and, when required, to the general membership.
- Serve as contact for “contact us” page on the website; take appropriate action and follow up.
- Take over duties of President when the President is unavailable.
- Assume duties of President if President is unable to complete his/her term of office to the end of the term or until an election can be held to replace the President.
- Serve as signatory on CQA bank accounts.
- Maintain and review Procedures for Board of Directors and Standing Committee positions to ensure compliance with the current edition of *Robert’s Rules of Order Newly Revised* and with CQA bylaws.
- Serve as Parliamentarian for CQA Board and General Membership Meeting functions.
- Notify President if unable to fulfill position requirements. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to lead a meeting.
- Must be familiar with or become familiar with the current edition of *Roberts Rules of Order Newly Revised* and the CQA bylaws.
- Must be able to communicate via email using the CQA website portal.
- Must have familiarity with basic software to provide communication to the Board, general membership and individuals as necessary.

### Physical / Mechanical Requirements

- Must be able to attend SCCQG meetings (locations vary throughout Southern California) or designate a responsible replacement.
- Must attend Board meetings and provide a report of current activities/issues to the President and Secretary if unable to attend.
- Must be able to attend CQA functions as required.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Treasurer	
Date	December, 2013	Revision Date July 2016
Approved by		

### Position Summary

The Treasurer prepares and maintains financial documents and reports for CQA following Generally Accepted Accounting Principles.

### Essential Duties and Responsibilities

- Maintain all financial records for CQA in accordance with Generally Accepted Accounting Principles.
- Prepare an annual budget and present it to the Board and general membership for approval.
- Must serve as signatory on CQA bank accounts.
- Prepare deposits and ensure that the deposits are deposited in the bank in a timely manner.
- Working with the President, oversee all non-speaker contracts and renewals.
- Provide current accounting report to each Board of Directors meeting.
- Provide assistance as needed for the annual inspection of the CQA financial records.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be familiar with or must learn accounting software used by CQA.
- Must have prior bookkeeping or accounting experience, either commercially or as volunteer.
- Accuracy, thoroughness and timely reporting are required to competently fulfill the basic duties of this position.
- Must have computer skills to use software as required and to prepare and distribute communications to the Board or general membership.

### Physical / Mechanical Requirements

- Must attend Board meetings and provide a report of current activities/issues to President and Secretary if unable to attend.



# JOB DESCRIPTION

## Camarillo Quilters Association



Title	<b>Secretary</b>	
Date	<b>December, 2013</b>	Revision Date July 2018
Approved by		

### Position Summary

The Secretary records and maintains minutes and notes from all meetings of the Board of Directors, General Membership, and special meetings. Also maintains documents as directed by the Board of Directors, such as minutes.

### Essential Duties and Responsibilities

- Record and maintain all minutes of the Board of Directors meetings.
- Record and maintain all minutes of the General Membership meetings.
- Record and maintain all minutes of any special meetings as may be called by the President, Board of Directors, or General Membership.
- Maintain the attendance list of the meeting of the Board of Directors. Send a copy to the President within 14 days of the meeting.
- Keep historical record of minutes for a period of time as required in the Bylaws and Standing Rules.
- Serve as signatory on CQA bank accounts.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to record minutes and distribute them.
- Must have access to a computer for electronic distribution.

### Physical / Mechanical Requirements

- Must attend Board and General Membership meetings and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Director, Speaker Contracts	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Director, Speaker Contracts is responsible for researching potential speakers and workshop topics in alignment with CQA standards, for securing a contract with the speaker and determining the needs of the speaker. Must stay within budget as determined on an annual basis. Should the desired speakers' fees be outside budget, the incumbent will seek Board approval for any extra expenditures.

### Essential Duties and Responsibilities

- Thoroughly research potential speakers' areas of expertise, workshop topics available and their suitability for presentation to CQA membership.
- Contact potential speakers for CQA meetings and workshop.
- Learn what requirements speaker will need such as transportation, housing, supplies, and other expenses.
- Ensure that speaker costs are within budget.
- Secure written contracts for services.
- Provide a copy of the speaker contracts to Director Workshops, Director Speaker Hospitality, and Treasurer.
- Maintain records with Treasurer for services and communicate with speakers as necessary to keep current with any changes that may arise.
- Create and produce bookmarks annually containing guest speaker information for the coming calendar year.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.
- 

### Required Knowledge / Skills / Abilities

- Must have some experience in communicating with others either commercially or as volunteer.
- Must be able to work within a budget.
- Must possess good communication skills both verbally and via electronic communication.
- Must be able to use email and other functions of CQA website.

### Physical / Mechanical Requirements

- Must attend Board meetings, delegate an Assistant to attend, or provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Director, Speaker Hospitality	
Date	December, 2013	Revision Date July 2016
Approved by		

### Position Summary

The Director, Speaker Hospitality provides hosting services to guest speakers. This includes, but is not limited to, transportation services, lunch following the general meeting, and communicating with the speaker to ensure that all arrangements are understood.

### Essential Duties and Responsibilities

- Provide hosting services to guest speakers.
- Provide or arrange for transportation for speaker from airport (or train station or other point of entry) to lodging and return and to-and-from meeting/workshop.
- Select potential location for lunch with the speaker following the General Membership meeting. Ensure that the restaurant will accommodate a large group, separate checks, etc. Communicate the location to the President for announcement at the meeting so that interested members can join the speaker for lunch.
- Coordinate with any other groups that may wish to host the speaker for lunch to prevent duplicate lunch plans.
- Set up, take down and store racks used to display speakers' sample quilts.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must have some knowledge of quilting.
- Must be willing to actively recruit volunteers for hosting and transportation.
- Must be able to provide transportation for speaker when no other volunteers are available.

### Physical / Mechanical Requirements

- Must be able to lift/carry or cause to be lifted/carried quilt racks used to display speakers sample quilts.
- Must be able to communicate with speaker via phone, cell phone and/or email to ensure arrangements are clearly understood.
- Must attend Board meetings, delegate an Assistant to attend, or provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Director, Workshops	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Director, Workshops is responsible for the sign-up process for all CQA workshops, including accepting payment, communication of topic to members, communication with speaker and, where necessary, selection of workshop, and lecture topic.

### Essential Duties and Responsibilities

- Communicate with speaker to determine needs for workshop and lecture and to obtain sample and supply list.
- Choose topic for workshop and/or lecture if not previously specified in speaker's contract.
- Communicate workshop topics to membership through CQA website, present topic and samples at General Membership meetings and encourage participation.
- Post workshop information to the CQA website in a timely manner, including supply lists, and to Newsletter Editor for inclusion in CQA newsletter.
- Oversee workshop registration and workshop activities.
- Handle workshop payments (cash or checks) expeditiously and report to Treasurer as necessary.
- Oversee set up and clean-up of workshop area.
- If photos are taken during the workshop, ensure that they are sent to the Committee Chair History.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must have a general knowledge of quilting and quilting-related activities to communicate with speaker and select topics for workshops.
- Must attend, or select a representative to attend, general membership meetings to promote the workshop and to ensure smooth running of the activity.
- Must be able to use CQA website to post workshop information and communicate via email as required.

### Physical / Mechanical Requirements

- Must be able to transport or provide transportation of workshop materials to CQA meetings and workshop activities and to store such materials as needed.
- Must attend Board meetings, delegate an Assistant to attend and provide a report of current activities to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Director, Ways and Means	
Date	December, 2013	Revision Date July 2016
Approved by		

### Position Summary

The Director, Ways and Means is responsible for the monthly drawings at CQA General Membership meetings. This includes, but is not limited to, securing prize donations and selling tickets.

### Essential Duties and Responsibilities

- Contact businesses for donations for monthly drawings.
- Visit donating vendors or private individuals to collect prizes for drawings or secure a volunteer to pick up items.
- Receive and account for all cash collected for ticket sales during each General Membership meeting.
- Coordinate with Treasurer to report income and turnover cash as needed.
- Encourage participation by promoting the Ways and Means drawing and prizes to build enthusiasm.
- Secure volunteers as needed to assist with ticket selling, set up, etc.
- Keep Lost-and-Found items.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to handle cash, report income and balance accounts.
- Must be able to communicate with members for ticket sales and donations from CQA members.

### Physical / Mechanical Requirements

- Must be able to lift and carry, or cause to be lifted and carried, prizes and supplies for monthly drawings.
- Must be able to store items used for Ways and Means drawings.
- Must attend Board meetings, delegate an Assistant to attend, or provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Director, Membership	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Director, Membership is responsible for maintaining a current, accurate roster of all CQA members, processing dues payments, and producing a quarterly roster and monthly check-in sheet for General Meetings.

### Essential Duties and Responsibilities

- Maintain current membership roster.
- Develop membership renewal form for Board of Directors' approval.
- Update membership listing (currently on Excel spreadsheet) on CQA website as needed to ensure accuracy.
- Collect and account for dues payments whether in cash, check or electronically submitted.
- Contact members/potential members if there are payment discrepancies or other issues that would delay or reject the membership. Note: This may be a job more for the Treasurer than Membership. Once the payment is noted by Membership, it is turned over to the Treasurer who would deal with "payment discrepancies" or other issues.
- Provide a current membership directory as quarterly to the Website chair who distribute it to all paid members via e-mail. Those members without e-mail can elect to pay a fee to have a printed copy mailed to them, along with the newsletter. .
- Provide names of new members to Newsletter Chair
- Provide names and e-mail addresses of new member to the Website Chair.
- Submit "Membership Cash Count" form to Treasurer at close of General Meeting.
- Provide Website Chair with name and e-mail address of any new members, and any e-mail changes of current members.
- Must attend Board meetings and provide a report of current activities/issues. Also, see Physical Requirements section.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to handle payments, give proper receipts and account for payments, coordinating

with Treasurer as needed.

- Must be able to use a computer and the internet for membership updates and other functions as needed.

#### Physical / Mechanical Requirements

- Must be able to transport, or cause to be transported, all membership supplies needed for General Membership meetings.
- Must attend Board meetings, delegate an Assistant to attend, or provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Block Party	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Committee Chair, Block Party is responsible for creating and promoting a block-of-the-month project for the guild membership. The incumbent is also responsible for promoting the activity both at meetings and on the website and newsletter in a timely manner.

### Essential Duties and Responsibilities

- Plan and develop a block-of-the-month activity for the membership.
- Promote the block-of-the-month to encourage members to participate.
- Post blocks on the website in a timely manner.
- Make announcements at General Membership meetings.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must have an understanding of quilting to be able to create the block projects.
- Must have interpersonal skills to promote and encourage participation.
- Must be able to transport, or cause to be transported, all materials for displays and other activities at the General Membership meetings.
- Must set up Block of the Month table with samples of block and instructions.

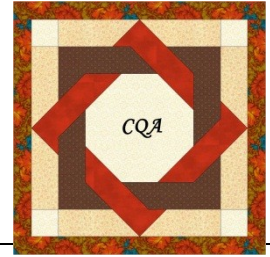
### Physical / Mechanical Requirements

- Must attend General Membership meetings to encourage others to participate in the block-of-the-month activity.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.



# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Communications	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Committee Chair, Communications is responsible for all communications to and from CQA and for maintaining good relationships with local media to promote CQA activities and programs. This excludes Quilt Show communications, which are the responsibility of the Quilt Show Committee.

### Essential Duties and Responsibilities

- Send and receive all communication for CQA including sending greeting cards and correspondence to members as needed.
- Create and maintain a list of appropriate media outlets.
- Compose publicity and coordinate with appropriate media outlets to promote CQA activities and news events.
- Create and maintain cordial relationships with local media representatives, including, but not limited to, newspapers, television, internet/website, radio and advertisement publications.
- Ensure that the bulletin board is set up at each General Membership meeting. Maintain bulletin board as necessary to ensure that information is added and removed in a timely manner.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to communicate with members and media representatives using phone, cell phone, internet, email, etc.
- Must be able to secure postage, stationary or other materials as needed.
- Must have good communication skills, both written and verbal.
- Must be able to use the CQA website as needed to communicate with members.

### Physical / Mechanical Requirements

- Must attend Board meetings, delegate an Assistant to attend, or provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Community Quilts	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Committee Chair, Community Quilts is responsible for overseeing the creation and distribution of community quilts made by CQA members and given to charitable organizations throughout the year.

Traditionally, the Chair of this committee has been nominated by the President from among the members of the sponsoring small group (currently Comfort Givers).

### Essential Duties and Responsibilities

- Oversee all activities associated with the “quilt give aways,” usually done at the June and December General Membership meetings.
- Order batting as needed, keeping within budget restrictions.
- Coordinate donations of fabric from members or other sources that will be used in the community quilts.
- Make presentations at CQA General Membership meetings to encourage participation by CQA members to make the quilts.
- Contact recipient organizations to determine needs prior to June and December General Membership meetings.
- Communicate with recipient organizations to ensure their presence at the General Membership meetings where the quilts are given to those organizations.
- Review and update list of recipients as needed.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must have good interpersonal skills in order to communicate with community organizations and also with CQA membership to ensure successful community quilt distribution.

### Physical / Mechanical Requirements

- Must be able to transport quilts, fabrics, batting, etc. associated with the quilt inventory.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title <b>Committee Chair, Facilities</b>	
Date <b>July 2016</b>	Revision Date July 2018
Approved by	

### Position Summary

The Committee Chair, Facilities handles the arrangements for facilities for the General Membership meetings, including, but not limited to, preparing space-need specifications, obtaining space contract(s) for Board approval, and interfacing with space-providing agencies.

### Essential Duties and Responsibilities

#### Required Knowledge / Skills / Abilities

- Contact, meet with and interface with space-providing agencies.
- Report to the Board of Directors on status of discussions, etc.
- Bring proposed space contracts to the Board of Directors for approval.
- Keep records, including copies of space-need specifications, space contracts, etc.
- Provide the space agency with a layout(s) of needed space including, but not limited to, location of tables and chairs.
- Contact the space-providing agency regarding special needs, such as the June Potluck and December Christmas Luncheon.
- Notify the President if unable to fulfill the position requirement and designate a replacement, with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Physical / Mechanical Requirements

- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, History	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Committee Chair, History is responsible for maintaining historical data pertaining to CQA and for taking photos.

### Essential Duties and Responsibilities

- Ensure that photographs are taken during General Membership meetings or other functions as required.
- Maintain historical data of CQA including, but not limited to, scrapbooks, photos, clippings or other artifacts relating to CQA.
- Periodically, review items in storage for condition, etc.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to take good quality photos.
- Must be able to communicate with members if historical information is needed or if there are to be displays of interest to members.

### Physical / Mechanical Requirements

- Must be able to store, transport, or cause to be stored/transported, any items of historical significance to CQA.
- Must attend Board meetings, delegate an Assistant to attend, or provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Library	
Date	December, 2013	Revision Date July 2018
Approved by		

### Position Summary

The Committee Chair, Library is responsible for maintaining all books and periodicals in the CQA library. The chair person may recruit as many assistants as required to ensure a smooth check-out /check-in procedure at the General Membership meetings and for the storage of books, periodicals and book-crates.

### Essential Duties and Responsibilities

- Maintain all books in the CQA library; purchase new ones as needed within budget.
- Set up and coordinate periodic book sales to reduce library inventory and to raise money for the guild.
- Recruit committee members to assist in the check out and return of books and crates.
- Maintain record of all books checked out and to whom the books are checked out.
- Contact members who are delinquent in returning books or crates.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to create and maintain an inventory of all books in the library and in archives.

### Physical / Mechanical Requirements

- Must be able to transport, or cause to be transported, all crates and books to and from the General Membership meetings.
- Must be able to store crates and books as necessary.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title <b>Committee Chair, Member Hospitality</b>	
Date <b>July 2016</b>	Revision Date July 2018
Approved by	

### Position Summary

The Committee Chair, Member Hospitality coordinates the hosting services for CQA Special Events, such as the June Potluck and the December Christmas Luncheon.

### Essential Duties and Responsibilities

#### Required Knowledge / Skills / Abilities

- Coordinate the hosting services for the CQA special events (noted above) including ordering the necessary tables and chairs (with the Committee Chair, Facilities).
- Purchase necessary supplies, such as table cloths, paper goods, plastic silverware, paper plates, bowls, and cups, napkins, etc. for CQA Special Events.
- Coordinate with the Committee Chair, Facilities the booking of kitchen space, if needed, for CQA Special Events.
- Supervise the placement/arrangement of trays and bowls of food from members at CQA Special Events.
- Supervise the cleanup of the space facilities following a CQA Special Event.
- Notify the President if unable to fulfill the position requirement and designate a replacement, with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Physical / Mechanical Requirements

- Must be able to transport supplies mentioned above to and from CQA Special Events.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Newsletter	
Date	December, 2013	Revision Date 2016
Approved by		

### Position Summary

The Committee Chair, Newsletter is responsible for creating the CQA newsletter and distributing the newsletter, both in hard copy and electronically. The incumbent must also communicate with those who provide articles and information for each issue.

### Essential Duties and Responsibilities

- Create a periodic newsletter for CQA members.
- Receive from Board of Directors, Committee Chairs, and members, information appropriate for publication.
- Review schedule of publication and make recommendations for change as needed.
- Ensure that the newsletter is published on time.
- Using the CQA website, post each issue in the proper area.
- Communicate to membership, either directly or through the President, when the newsletter is ready to view.
- Secure the printing of hard copies for those members who do not have an email address and for distribution to approved groups or individuals who are not CQA members.
- Maintain historical files of newsletters.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

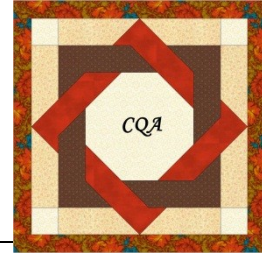
- Must have knowledge and understanding of the software used to produce the newsletter.
- Must have access to a personal computer to create the newsletter and communicate with those who submit articles.
- Must have good command of grammar and publication standards to ensure a high quality product and be able to write original articles as needed.

### Physical / Mechanical Requirements

- Must be competent in the use of a personal computer.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Quilt Show	
Date	December, 2013	Revision Date 2016
Approved by		

### Position Summary

The Committee Chair, Quilt Show is responsible for all areas of the Biannual Quilt Show. The incumbent will recruit as many sub-committee chairpersons and members as required to ensure that all areas of the Quilt Show are handled.

### Essential Duties and Responsibilities

- Coordinate and ensure smooth operation of CQA's Biannual Quilt Show.
- Recruit sub-committee chairs for various areas of operation and oversee their activities to ensure that their area of responsibility is completed.
- Communicate with venue coordinators to secure appropriate location, date, and space.
- Serve as signatory, with CQA Treasurer, on Quilt Show Bank Account. Coordinate with CQA Treasurer on financial activities.
- Maintain a budget and all financial information for the quilt show.
- Follow up with any activities that are unfulfilled by sub-committee chairs or members.
- Promote the quilt show at CQA meetings both to recruit members to help with the show and to encourage members to attend.
- At the conclusion of the quilt show, arrange a meeting with all sub-committee chairs to discuss and record the successes and failures of the show in order to assist future quilt show chairs in creating a successful event.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to communicate with professionals at the venue and with vendors to ensure contracts are executed in a timely manner.
- Must be able to create and maintain a budget and track all financial transactions.

### Physical / Mechanical Requirements

- Must be able to travel to venue sites to inspect the sites as a possible location for the quilt show.
- Must be able to attend all hours of quilt show operation including set up and take down.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.



# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Small Groups	
Date	December, 2013	Revision Date May 2019
Approved by		

### Position Summary

The Committee Chair, Small Groups is responsible for overseeing all small groups affiliated with CQA. This will include ensuring that each group represents CQA favorably to the community and other guilds. The incumbent will also interact with small groups and the membership to assist with filling the small groups and starting new groups as needed.

### Essential Duties and Responsibilities

- Coordinate and encourage formation of small groups.
- Assist CQA members in finding small groups that are a fit with the members' skills and interests.
- Maintain contact with all small groups.
- Arrange for quilt holders needed for General Membership meetings.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.
- Ensure the Small Group section on the CQA Website is up to date.

### Required Knowledge / Skills / Abilities

- Must have an understanding of quilting to be able to fit members into an appropriate group.
- Must have organizational skills to keep track of all small groups activities and membership.
- Must have good interpersonal skills in order to deal with issues that may arise from the varied groups.

### Physical / Mechanical Requirements

- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title <b>Committee Chair, Travel</b>	
Date <b>December, 2013</b>	Revision Date July 2018
Approved by	

### Position Summary

The Committee Chair, Travel is responsible for coordinating bus trips and other events for CQA members.

### Essential Duties and Responsibilities

- Research event opportunities, both quilt related (i.e. quilt shows) and non-quilt related (i.e. entertainment events) that may be of interest to CQA membership.
- Contact bus companies or other travel providers for an event.
- Contact event coordinators to obtain information pertinent to the event.
- Coordinate other travel events as necessary.
- Present list of opportunities to the Board for review and input.
- Prepare a budget for the event and present it to the Board for review and input.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Required Knowledge / Skills / Abilities

- Must be able to conduct research using electronic methods, phone and/or in-person visits to ensure that the event will have value to CQA.
- Must be able to prepare communication pieces to distribute information to CQA members and other guilds as necessary.
- Must have good interpersonal skills to deal with outside agencies and to encourage CQA members to participate in the event.
- As necessary, must be able to secure refreshments for a bus trip.

### Physical / Mechanical Requirements

- Must be able to attend the event, or designate a responsible designee, in order to ensure smooth operation of the trip.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.

# JOB DESCRIPTION

## Camarillo Quilters Association



Title	Committee Chair, Website	
Date	December, 2013	Revision Date July 2016
Approved by		

### Position Summary

The Committee Chair, Website functions as a webmaster for CQA. The incumbent will maintain the website, adding/changing functionality as needed. Assistants may be recruited as needed. Because the website is the “face” of CQA to the community, it is imperative that the site be maintained and current.

### Essential Duties and Responsibilities

- Maintain CQA website to ensure that it is functioning at all times.
- Research website functions and capabilities and present suggestions for improvement to CQA website to the Board of Directors.
- Add, change or delete parts of-the website as requested
- Update reporting capabilities as needed.
- Provide assistance to members who have problems accessing the website.

### Required Knowledge / Skills / Abilities

- Must have competency in understanding the structure of websites and how to create and modify areas of the website.
- Must be current in knowledge of the ever changing technology regarding the structure and maintenance of a website.
- Must have good interpersonal skills to assist members who are uncomfortable with using computers and the internet and encourage them to use the website.
- Must be able to teach others the use of the website both on the general membership level and for CQA officers.
- Notify President if unable to fulfill position requirements for a period of time. Must designate a replacement or assistant as needed to ensure that duties of this position are fulfilled with Board approval.
- If responsible for CQA equipment, maintain current inventory of such equipment.

### Physical / Mechanical Requirements

- Must be competent in the use of a personal computer.
- Must be accessible to fix unexpected problems with the website.
- Must attend Board meetings or delegate a committee member to attend and provide a report of current activities/issues to the President and Secretary if unable to attend.