

## **Fat Quarter Raffle Chair Job Description**

### ***Preparation:***

- Determine a monthly theme for each month's raffle
- Total of 3 fat quarters can be entered
  - No more than 3 fat quarters can be entered for the raffle, more than three is considered a donation
- A signed ticket will be given for each entry and placed in container
  - up to maximum of 3 tickets (see above)
- Number of winners will be determine by the amount of fat quarters collected
- Present the monthly theme to:
  - At the monthly Board of Directors meeting
  - To members at monthly guild meeting
  - To newsletter editor

### ***Guidelines:***

- Fabric must keep with the theme
- Fabric must be "quilt shop" quality

### ***Monthly Meeting Activity:***

- Arrive about 20 minutes early for each guild meeting to set-up
  - Make sure that a table has been placed for the Fat Quarter Raffle
  - Provide container for fat quarters
  - Set out tickets and pens for members to write their names on back of tickets for entry into drawing
  - Provide container for participant's to place their tickets into
- As people arrive and deliver their fat quarters, see that they are put in proper container
- Coordinate drawing from the names of the participants and award the prize, when requested by the President
  - Have the winning ticket(s) drawn by a new member, guest, or member
  - Announce the name of the winner(s) (distinctly enough for Secretary to capture it in the minutes).
- Following the drawing, present theme/guidelines for next month's raffle

### ***Post-Meeting***

- Return all supplies to the assign area of storage room

## ***Budget***

- **There is no assign budget for Fat Quarter Raffle**
- Items purchased on behalf of the guild are reimbursable following these guidelines:
  - Obtain receipts for all purchases
  - Complete, sign, and attach receipts to an Expense Reimbursement form. This form should be completed within 30 day of the incurred expense but, at a minimum, within the fiscal year
  - Give all receipts and completed forms to the Treasurer for reimbursement

## ***Other Duties***

- ***Preparation for Board Meeting***
  - Attend monthly Board Meetings
  - Read minutes from prior board meeting and be prepared to submit any correction
  - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed
    - Example: A change to an operational document
- ***Chair Person Committee Report***
  - At the end of the year, the chairperson submits a report to the President on or before January's Board Meeting. It should include all information about the past year, budget, job descriptions review, or other concerns and recommendations for the year.
- ***Job Description:***
  - Review annually and update as needed
- ***Transition***
  - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting
  - Be available resource as needed to incoming chair