

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Block of the Month

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours Per Month:

- 4-7 hrs/month to create each set of directions (depends upon the block chosen)
- 2+ hours to create one test block
- .5 - 1 hour each month to purchase prizes for the winners
- Arrive before meeting to set up the table for members to drop off/show their blocks
- Time during meeting to draw winning names

Last Updated: 3/2010

Description of Committee Function – please be specific:

- Attends all board meetings to provide an update on committee activities
- Arranges for a back up in case the chair is not available
- Determines the blocks for the year. (You can do this over the summer)
- Provides the Block of the Month article to the Newsletter chair prior to the deadline each month.
- Determines the format of the Block of the Month for the year - whether each member will make and keep their own block to make a sampler quilt, or whether the blocks will be turned in for a drawing of the completed blocks.
 - If the format is for the members to keep their own blocks, the committee:
 - Encourages members making BOMs to bring their finished blocks to the monthly meeting and enter their name in basket for monthly prize.
 - Blocks shown to committee for drawing need to be for the month that block is due.
 - If the format is to turn in blocks for a drawing, the committee:
 - Gathers blocks at the meeting (a quilter can put their name in the drawing once for each block they enter)
 - Determines how to distribute the blocks for the drawing. (I.e. number of sets of blocks and number of blocks in each set – Try for at least nine blocks per set.)
 - Draws name(s) for set(s) of blocks during the business meeting. (A quilter can only win one set of blocks per month regardless of how many blocks they entered)
- Creates or provides directions for each block to be posted on the website. (See attached copyright caveats)
- Provide paper copies of the directions at the BOM table each month for members without access to the guild web site.
- Makes up samples of next month's block, made up a month in advance to show members what's coming.
- Motivates members to participate.
 - To encourage participation, show samples of what the members could make from the BOM block(s). Sample suggestions include: a wall hanging, baby quilt, tote bag, gift

bag, coasters, pot holders, potpourri trivets, placemat and napkins, table runner, chair cushions, apron, pillow, appliance covers, purse, sewing machine cover. You can make your own samples, solicit guild members to make samples, or ask guild members to bring quilts from home using that month's block.

- Encourage members participating in BOM to enter their finished pieces in the HAAQG annual show.