

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Community Projects

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

Average Number of Hours Per Month: 5-10

Last Updated: 5-2-10

Description of Committee Function – please be specific:

- Attends all Board meetings.
- Arranges a monthly Community Projects Meeting to work on current activities.
- Coordinates quilt donations to local charities. Includes choosing patterns to make, cutting and packaging kits, and delegating quilt finishing duties.
Motivates members for these projects.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Sets up a display at the quilt show.
- Takes on special projects as they come up. Special projects may include helping natural disaster victims both in and out of state by providing assistance with requested supplies and/or quilts. We collected health kit items for Haiti in 2010.
- If possible, matches charities who wish to receive quilts with members who have one to donate or who will take the challenge to make one.
- Delivers finished items to recipients.