

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Quilt Guild 101

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

Average Number of Hours Per Month: August to November about 5 hrs, after that about 1 or less.

Last Updated: 3/1/2010

Description of Committee Function – please be specific:

- Attends all Board meetings.
- Work with Membership Chair to get updated member lists throughout the year.
- Contact all new members by phone with friendly greeting, over view of guild, involvement ideas and invitation to QG 101 orientation meeting in November.
- Plan and implement Quilt Guild 101 orientation party in November.
- Solicit help from key guild members and prizes for November event.