

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Raffle Quilt

Duration of Job: Two Fiscal Years (June to May)

Average Number of Hours Per Month: See below for annual estimates.

Last Updated: 3/18/2010

Description of Chair Function – please be specific:

The raffle quilt is a fund raising activity intended to offset the cost of speakers for our programs.

First Year

- Prepare and turn in budget for first year (1 hour)
- Attend Board meetings (and Quilt Show Board meetings if workload allows) (5-10 hours)
- Design raffle quilt top (6 hours)
- Purchase fabric and prepare kits (6-8 hours)
- Distribute kits and assemble raffle quilt top (10 hours)
- Quilt the raffle quilt (time spent depends on if it's machine or hand quilted)

Second Year

- Prepare and turn in budget for second year (1 hour)
- Attend Board meetings (and Quilt Show Board meetings if workload allows) (5-10 hours)
- Ensure that quilt is finished and bound by September meeting(4-5 hours)
- Handle administrative details for the raffle (4 hours)
- Design tickets, have them printed, and put into envelopes for distribution (4-6 hours)
- Design, and order quilt show pins (4 hours)
- Coordinate with Quilt Show Chairwomen to display quilt and sell tickets at quilt show
- Sell tickets and pins at monthly meetings and maintain records of sales (6-8 hours)

Optional Activities

- Incentive prizes are not required, but the membership is accustomed to prizes for the person who sells the most tickets and the person who sells the winning ticket.