

Quilting for Others

The Quilting for Others Committee Chair is a volunteer position, appointed with the approval of the President and Board of Directors. The purpose of the Quilting for Others Committee, as designated in the Guild By-Laws is: *To coordinate charitable activities.* The Chair may solicit a Co-chair as desired and recruit other members of the Guild to help with the work of the committee.

Duties occur throughout the year and include the following:

1. To oversee all activities relating to the design and construction of quilts, pillowcases, holiday stockings, and other items (e.g., toiletries) for delivery to local charities. Among other activities, the committee:
 - Oversees the collection of fabric and other materials (e.g., batting, thread, zip lock bags for kits) needed for the construction of quilts.
 - Creates patterns as needed.
 - Prepares packet or kits for various quilting projects.
 - Selection of charities and delivery of finished items.
2. To produce and maintain a supply of "Tucson Quilt Guild" labels for inclusion in the packets or kits.
3. Set up and manage a table at General Meetings to distribute packets or kits.
4. To keep records of the number of quilts, pillowcases, and holiday stockings donated as well as the names of the charities that have received the items. Ensure that this information is made available to the Treasurer for use in the event of an IRS audit.
5. To show all or some of the quilts that were finished the previous month during the Show and Tell portion of the General Meeting. Make brief announcements about numbers of quilts and other items that have been completed and delivered.
6. Coordinate and run the annual Quilt-A-Thon held in July.
7. To prepare a report for submission to the President and the Board that summarizes the activities of the committee over the past year along with concerns and recommendations. The report should be submitted before June 1 so that it is available at the beginning of the next fiscal year.