BLOCK OF THE MONTH COORDINATOR(S)
Off-Board Position
Reviewed July 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be MQ Member(s) in good standing; computer and email literate.

Inventory: BOTM Manual/Notebook; Supply box including sign-up sheets, pins, drawing chips; folding display unit

Reports to: Education Directors

Description: Choose monthly block of the month, make a sample, write up directions for cutting and assembling block, write article for monthly newsletter, collect blocks, record receipt of blocks, and facilitate a drawing for a winner(s).

Time required: Approximately 6-8 hours per month (includes making sample block(s).)

Meetings required to attend: All meetings from January to May, and July to November.

Budget: $25.00 for mailing blocks to winners.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Two months before it’s due, choose or design a block, construct a sample and write assembly directions.
- Submit directions to the newsletter editor two months in advance (e.g., January deadline for December newsletter is immediately after November MQ meeting.)
- Attend both monthly meetings to receive and record incoming blocks; display; announce program; hold drawing for winning blocks and record winner(s’) name(s).
- Check your webmail (botm@mnquilt.org)
- This job takes approximately 6-8 hours per month.

JOB INSTRUCTIONS:

- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contracts to Office Administrator.
- Use the bom@mnquilt.org email address.
- Two months before it’s due, choose or design a block, make a sample block, draw an assembly diagram, and write directions for assembly.
- Submit above directions and name of last month’s winner to MQ newsletter editor at editor@mnquilt.org. Timing: deadline for newsletter article for January block would be the Tuesday after the November MQ meeting. Article includes directions for a tested block with a photograph of the completed block and layout diagram(s).
- There is no BOTM in June or December. However, for the October and November newsletters, you may promote participation in the December quilt block exchange.
- Attend both monthly meetings; accept blocks; record receipt of donated blocks; display blocks; announce MQ Block of the Month program at both meetings; hold drawing for winning blocks at Saturday meeting; record name of winner(s) of blocks; photograph
group of entered blocks. If block winner is not present, notify winner(s) and advise how to obtain them. Mail blocks, if necessary.

- Check your webmail at botm@mnquilt.org.
- Care for, maintain, and update BOTM Manual. The manual contains a copy of each month’s directions with photographs of the month’s block, photograph of all submitted blocks together, and sign-up list of block-makers in the drawing.
- This job takes approximately 6-8 hours per month.

Summary: Choose or design a block for each month except June and December. By the newsletter deadline have ready the complete instructions, a layout diagram (drawing) and a picture of the completed block and send to editor@mnquilt.org. Be at meetings to receive blocks submitted by members, answer questions, and conduct a drawing for one or more winners.