GETAWAY COORDINATOR (SPRING OR FALL)
Off Board Position
Reviewed August 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing. Must have very good communication and organizational skills.

Inventory: Spring and Fall Getaway Manual.

Reports to: Education Directors

Description: To help Education plan the Spring or Fall Getaway and execute the Getaway.

Time required: Approximately 1-2 hours per month with additional hours in the month of the Getaway.

Meetings required to attend: When the event is about to be launched on Cvent you should come to meetings to promote it.

Budget: There is not any money budgeted for the Getaways. They must be self-supporting, meaning it has to take in enough money to cover MQ expenses. All expenses should be approved by Education Directors.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:
• With Education Directors, make arrangements with facility
• With Education Directors, prepare the Cvent Event Request Document 6 months in advance for the MQ Administrator to put on Cvent. This means having all documents ready at that time.
• After contract is signed by President, inform MQ of the dates and other information regarding the retreat. This includes giving information to editor@mnquilt.org for the newsletter. Attend MQ membership meetings to promote the retreat.
• Choose events to occur at the retreat. (A teacher, massage therapist, vendor, etc.)
• Be a general ‘manager’ at the retreat, set up and tear down. You are the first in and last out.
• Your registration for the event will be free.

JOB INSTRUCTIONS:
• You must sign a Conflict of Interest Form and also the Volunteer Agreement. Contact the Education Directors or the MQ Office for these forms.
• Use the MQ webmail fallgetaway@mnquilt.org or springgetaway@mnquilt.org
• In 2008, the MQ Board of Directors decided that one retreat registration can be ‘free’. So if you have more than one coordinator, you have to decide how to divide or use the ‘free’ registration between yourselves. You and your coordinators will be first to register.
• Registration will be online. The MQ Office will make sure everyone has paid for the retreat before it starts. You will be given a list of attendees when you come to the MQ office to pick up supplies before the Retreat. All MQ events are non-refundable, but once they fill up and a waitlist start the office will connect someone who wants to cancel with someone on the waitlist.
- Volunteer Hours: It is important for the Getaway Chair(s) to record the volunteer hours that are spent working on the retreat. The best way to do this is to fill out a volunteer sheet and send it to the Education Directors at least once a month.
- MQ has 3 Big Boards, design walls, cutting board, and irons, ironing board (small ones) and extension cords/power strips can be obtained from MQ after the last MQ Meeting. Be sure to tell people to bring extra extension cords/power strips. There are 2 wagons in the MQ Office storage area that may be used to transport materials.
- Door Prizes: Only the Show Committee Door Prize Chair solicits door prizes to be used by MQ all year (for the Show, member meetings, the Getaway and Holiday Brunch). This is being done so that vendors, shops, etc. are not contacted more than once during the year. You may not solicit other entities for door prizes. Let your Education Directors know you want 12 door prizes.
- You can plan a get together for Thursday night to introduce everyone and have announcements. An ice breaker is a good idea, especially for new people and those that come along.
- **All of your expenses must be pre-approved by the Education Directors.** Your cost estimate includes the cost of sleeping rooms, sewing room rental, meals, one ‘free’ registration, door prizes, goodie bags, and the credit card fees and Cvent fees also. Talk to the Education Directors about costs.
- Everything is prepared in advance on Cvent so attendees can print the documents they want. Any printing that must occur has to happen at the MQ office. With ample notice, the administrator can print everything you email her, to be picked up later. Or you can come into the MQ office and make copies.
- Newsletter deadline – the first of the month for the next month’s newsletter. Example: For the August newsletter, you must send in your article by July 1. Always have your articles approved by the Education Directors.

**Timeline:**

Obtain retreat dates and pricing as soon as possible at the facility, a year in advance or more. Your goal should be to find a facility for at least 40 people. Obtain the contract, and submit to the MQ Office to have the MQ President sign. The Administrator will take care of mailing it. After a contract has been signed, put the dates of the next retreat in the MQ Newsletter and also on the website.

9 mos. ahead: Meet with your committee to begin planning.

8 mos.: Decide how many newsletters you want to have a notice about the retreat in. You can do it every month, or the months of your choosing. You want to get the dates out in front of the members as often as possible. Notify Facebook Admin and MQ Office for notification published on Facebook and our Website.

7 mos.: If you have activities at the Getaway, choose them now. Such as a shop to vend, a mystery project, service project, quilt block drawing, and goodie bags.

6 mos.: Retreat Coordinators need to provide the following documents for approval of the Education Directors, ed@mnquilt.org, and then to the MQ Office quilter@mnquilt.org with the Cvent Event form filled out with the Education Directors.
  - General Supply List of anything special you want registrants to bring. MQ does use a general supply list to help them remember basic sewing supplies.
• Medical Form.
• Map to Retreat Center
• Optional: List of Quilt Shops on the way (MUST include MQ Business Members).

An paperwork for any projects at the retreat such as:
• Block Patterns
• Initial Mystery Project Instruction
• Quilting For Others Service Project/Pattern Instructions.

2 mos.: Registration can open after it is set up on Cvent, about 2 to 3 months ahead of time is ideal. Attend the prior MQ member meeting to talk about the retreat. Contact the Education Director to coordinate any materials needed for Quilting For Others service project.

1 mo.: Confirm final food and classroom arrangements with facility and/or caterer. Contact vendor to confirm dates. Make name tags, door signs, and whatever signs you want. Contact the Education director about retrieving the irons, ironing boards and extension cords, etc. from MQ.

Attend Retreat: You will be responsible for being a contact person with the facility director and keys if necessary. Arrive early that day to set up the rooms for sewing, irons, ironing boards, extension cords, and signage. If it is necessary for you to arrive the night before, you must coordinate that with the Retreat Owner and pay for that. Have fun and make sure your attendees are happy. Ask if there is anyone who would like to chair the next Getaway. You will be the last one to leave after clean up on the last day.

After Retreat: Tie up any loose ends. File one copy of the important paperwork for your year in the Getaway manual. Turn the book over to the next chair, if known; otherwise to the MQ Office so it can be updated.

Written by Gwen Lundgren 2000, Revised 2006; Revised by Char Wenger 2008; Revised by Sharon Peterson 2016; Revised 2018.