HOLIDAY BRUNCH COORDINATOR
Off Board Position
Updated: October 2018

Term: 1 year as appointed by MQ Board

Prerequisite: MQ member in good standing

Inventory: Bylaws and operating procedures, job manual

Reports to: Education Co-Directors

Description: Coordinate with the Education Co-Directors to plan and operate the Holiday Brunch.

Time Required: Minimum 6 to 20 hours planning details of the brunch with the Holiday Brunch committee throughout the year. Final details set for November. Day of the brunch is the first Saturday of December.

Meetings to attend: Fall membership meetings to promote the Holiday Brunch.

Budget: Allowance for the Holiday Brunch for expenses is set in the Education Budget.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Education Co-Directors secure the location for the Holiday Brunch which is always on the first Saturday in December.
  - All financial decisions shall be made with the approval of the Education Co-Directors.
  - Any contract has to go through the MQ Office and be signed by the President (Co-President).
- Holiday Brunch Committee is in charge of planning a yearly Holiday Brunch
  - Request MQ members to volunteer for the Holiday Brunch Committee.
  - Select menu
  - Select activity or speaker
  - Plan decorations and table activity
  - Annual Activities include
    - Challenge block
    - Stockings collection
    - Donation quilts
    - Placemats for meals on wheels
    - Block exchange – 3 – 12-1/2” Christmas theme blocks
    - Five months in advance (August) work with the Education Co-Directors to give them the information they need to fill out the Cvent form registrants can sign up online. This should include the brunch menu and any information that is needed for members to print out when they register.
    - Program for the day of the Brunch
Coordinate with President(s) regarding Quilter of the Year.
  • Number of guests the QOTY is inviting
  • Does the QOTY want to speak
  • Reserved seating for the QOTY and guests.

Coordinator and committee members shall be the first ones in and the last ones out. Minimum 2 hours before the luncheon begins.

Coordinate with raffle committee if there is raffle guilt.

Newsletter article promoting the Brunch for October and November.

**JOB INSTRUCTIONS:**

- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest.
- Turn in signed papers to MQ Office Administrator.
- After the Brunch, write up a report to add to the job manual on how it went for you, things that could change or be improved.

Jobs that are needed for the event:
  - Newsletter article and spokesperson for the event
  - Block exchange
    - Bags to put blocks in for members participating
  - Challenge idea
    - Provide a place to display
    - Prepare information for the next year's challenge.
  - Placemats
    - Collect placemats at Brunch
  - Decorations
    - Prepare each table
  - Table activity project
    - Set up for each guest present
  - Stocking donations
    - Set up area to collect donations
    - Money box for St. Joseph's Children Hospital
    - Any donations other than stockings