IN-TOWN DAY RETREAT COORDINATOR (SPRING OR FALL)
Off Board Position
Reviewed August 2018

Term: 1 retreat as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing.

Inventory: In-Town Day Retreat Manual

Reports to: Education Directors ed@mnquilt.org

Description: Plan and facilitate the annual Spring or Fall Day Retreat.

Time required: Several hours per month, plus attend the Retreat at your own cost.

Meetings required to attend: Any membership meetings before the event to encourage registration.

Budget: There is no budget for the Spring or Fall In-Town Day Retreat. The Retreat must make enough funds to cover expenses.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- With the Education Directors, secure a date and location for the next In Town Day Retreat that you are volunteering for. No financial decisions shall be made without discussing it with the Education Directors. Any contract has to go through the MQ Office and be signed by the President.
- Plan, facilitate and be a hostess of a Spring or Fall Day Retreat. This event is laid back and should be a calm atmosphere. You can, but do not need to plan extra activities.
- Register and pay for all of the days of the retreat. There is no discount for being Coordinator.
- Education Directors will fill out the Cvent Request form 6 months in advance, and you need to supply them with documents at that time.
- Write up an article for the newsletter to entice attendees.

JOB INSTRUCTIONS:

- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed pages of contract to Office Administrator and keep the remaining contract for yourself.
- If the Education Directors haven’t already found a location, coordinate with them to assist them.
- Ask them what the cost should be, and what your expenses are (including Cvent costs).
- All decisions should be made 6 months in advance so the event can get setup in Cvent. The Education Directors will fill out the form that has the information for Cvent.
- Any printing you do must go through the MQ office, as printing costs from other places will not be reimbursed. It is kindest if you could get anything you want printed to the Office Administrator a week in advance of when you want it so she can get it into her
schedule. We also encourage you having these documents ready to put into Cvent so the attendees can decide what they want to print at home.

- We use a general supply list at all events, mostly to jog the memory of those that might forget something, but you can also list anything specific you would like them to bring on the Cvent form.
- A reminder email goes out to registrants one week before the event, you can also indicate on the Cvent form what you would to have added to that. There are samples in the Day Retreat Manual.
- Talk to the Education Directors about any supplies you need. Some retreat places already have irons, ironing boards, cutting boards, etc. Find out ahead of time if you need to pick up any of these items from MQ and make arrangements with the Education Directors.
- You must register for all the days of the retreat, and you do not get a discount for being the coordinator.
- You are the last person out and need to clean up everything.