QUILTING FOR OTHERS COORDINATOR
Off Board Position
Reviewed August 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing.

Inventory: Quilting Supplies and donated fabric

Reports to: Education Directors

Description: Coordinate, facilitate, and schedule the making of quilted items for donation to various charitable organizations.

Time required: Approximately 4 to 20 hours per month.

Meetings required to attend: Planning meetings with other QFO committee, MQ membership meetings and the QFO work days.

Budget: Refer to Education Directors for budget if any.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Coordinate, facilitate, and schedule events for the making of quilted items for donation to various charitable organizations – examples, Harriet Tubman Center, Minnesota Visiting Nurses, Catholic Charities/St. Josephs Home for Children, Meals on Wheels.
- Recruit members to serve on the committee.
- Receive donated fabric/supplies, acknowledge all donations with a Thank You.
- Maintain neatness in supplies; find alternative storage places if needed.
- Plan requirements for quilted items, assemble into 'kits'.
- Plan and staff QFO workspace at annual MQ Quilt Show if space & machines are provided.
- Motivate volunteers to participate in work days or to take kits home to work on.
- Receive finished donated items & distribute to recipients.
- Submit regular article to MQ Newsletter Editor.
- Report to Education Directors often and to BOD annually.
- Attend membership meetings and promote QFO and get members to take home kits.

JOB INSTRUCTIONS:

- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of the contracts to the Office Administrator.
- Use the MQ webmail gfo@mnquilt.org