## Carolina Pine Quilters Description of Committees

## **Standing Committees**

**Comfort Quits**—Responsible for organizing the making and presentation of a quilt to eligible members who have lost a spouse or child, are experiencing an extended illness, or other circumstances as deemed appropriate by the Board of Directors.

**Community Outreach**—Identify and organize special projects in the community as the opportunity presents itself and/or as needed. Examples include quilts for charities, special projects for National Quilting Day, Christmas stockings for underprivileged children or home bound seniors, Linus quilts, Lydia bags. Also promote the guild by distributing CPQ brochures.

Fundraising—Plan and organize fund-raising events as needed.

**Hospitality**—Responsible for having members and guests sign in at meetings; supplying and overseeing the drawing for a door prize and assisting with special activities as requested by the president.

**Membership**—Maintain a membership database, provide monthly updates to the Board of Directors, distribute membership directories to all members via email, oversee the construction and distribution of nametag kits and new member packets, and perform various other duties to enhance membership when directed by the Board of Directors.

**Quilt Show**—Traditionally held each fall at the Aiken County Historical Museum. Responsible for advertising the show, collection of quilts, display setup, ribbons and arranging for a judge.

**Website**—Strengthen the guild's public interface by maintaining a current website. Forward suggestions and pertinent information to the webmaster, including programs, workshops, forms, organizational listings, photos, and other items of interest.

## **Operating Committees**

**Program**—Work with the Vice President to plan and schedule programs for monthly meetings.