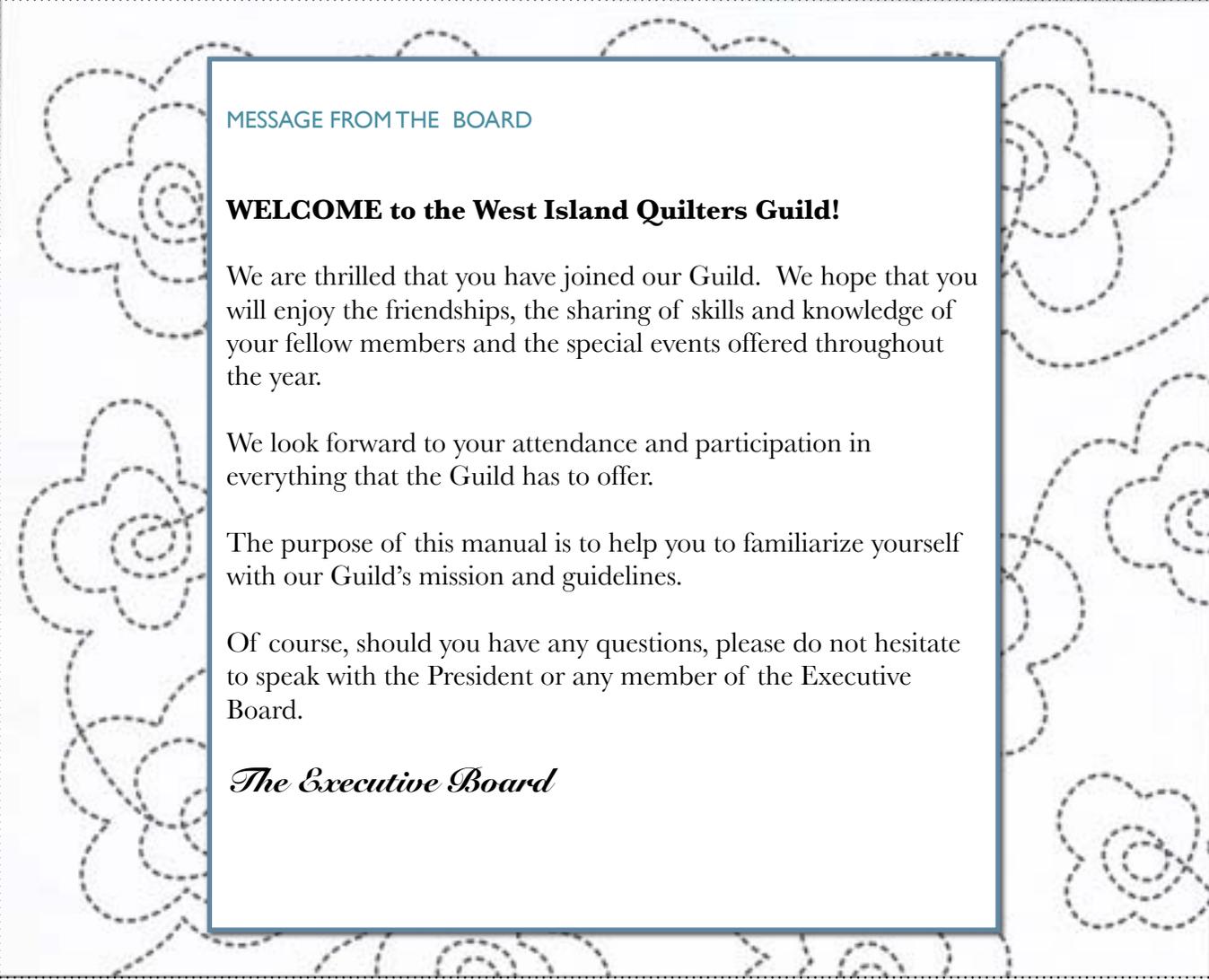


West Island Quilters
Pointe Claire, Quebec

Les Courtepointières de l'Ouest de l'île

Members' Orientation Booklet





MESSAGE FROM THE BOARD

WELCOME to the West Island Quilters Guild!

We are thrilled that you have joined our Guild. We hope that you will enjoy the friendships, the sharing of skills and knowledge of your fellow members and the special events offered throughout the year.

We look forward to your attendance and participation in everything that the Guild has to offer.

The purpose of this manual is to help you to familiarize yourself with our Guild's mission and guidelines.

Of course, should you have any questions, please do not hesitate to speak with the President or any member of the Executive Board.

The Executive Board

The Mission



The West Island Quilter's mission is to pursue the art and craft of quilting by providing a forum in which our members can expand their knowledge and abilities. We aim to share and exchange with other quilters, both inside and outside of our Guild and community, in a fun, inspiring and validating environment.

(Updated September 2013)

Membership

Fee Structure

Our membership year runs from September 1 through August 31 of the following year and is open to anyone 18 years and older.

Full-Fledged Membership

The cost is \$40.00 per year. This entitles a member to two meetings a month for the entire year. The cost of beverages is covered by the Guild for these meetings. A membership card is given which allows members to borrow items from the Guild library and can be used for discounts at various quilt shops. Also, a members' list with their phone numbers and email will be provided, free admission to all demonstrations and guest lecturers which take place during a regular Thursday meeting. Full membership also guarantees first priority access to special events such as the Guild retreat or special workshop.

As a full-fledged member, you can be eligible to participate in the Guild's quilt show, as well as being eligible to participate in the juried portion of the Guild's quilt show.

Please note: In order to be eligible to participate in the juried portion of the quilt show, you must have been a full fledged member for a minimum of **three months** prior to the date that the Quilt Show is held.

Alternative Membership

This is available whereby you can pay on a per meeting basis. The meeting fee is \$5.00. At any time, the fee can be applied to a full membership and its status converted by remitting the balance of the yearly fee.

Members are encouraged to invite guests when there is a guest teacher or speaker. A \$5.00 meeting fee is obligatory for all non-members.

Meeting Structure

We meet on the second and fourth Thursday of each month, all year round. The only exception is December, when we have only one meeting during this month. Please refer to our calendar published in our newsletter for all our regular meeting dates.

The meetings are held at the Church of The Resurrection, 99 Mount Pleasant, Pointe- Claire, and start at **7:30 pm** and end at **9:30 pm**. We encourage all members to come between **7:00 pm** and **7:30 pm** to help set up the tables and chairs for the meeting. Doors will be locked at **7:45 pm**.

Our President or in her absence, one of the other Executives, chairs the meetings. Generally, during the first meeting of the month, the first part of the meeting is taken up with “business”, then special announcements and lastly, Show and Tell. The remainder of the meeting is for working on your own project or chatting with other members. The second Thursday of the month is set aside for special events like workshops, demonstrations, and seminars. Several times a year, we hold special events outside our regular meeting days. These events usually take place on a weekend. A few examples of these events are: a daylong workshop, the Guild retreats, or a quilt registry day, etc.

Children are not permitted to participate in regular Guild meetings.

Role Definition of the Guild's Executive Board

President

The President is the Guild's main representative and organizer.

The President chairs our regular meetings, maintains record of decisions made at meetings, oversees the day-to-day finances, is a key contact for outside groups, schedules events with other Executives and provides guidance for the Executive and volunteers with respect to the mission statement.

Calls meetings of the Executive Board Schedule meetings and events in consultation with other Executives. Oversee performance of Directors, maintain financial records, and evaluate budget proposals for projects with other Executives. Following the 2-year term, the President will act as chairman of the nominating committee and as a mentor if asked for the current Executives.

Treasurer

A member of the Executive, the Treasurer is responsible for producing and managing the Guild's overall budget, producing cheques, and managing the bank account.

All approved expenditures must be submitted with our West Island Quilter's Guild Expense Form to the Treasurer for reimbursement.

Secretary/Newsletter Editor

The Newsletter Editor is responsible for the production and distribution of the monthly newsletter.

Articles are to be submitted to the Editor at least one week prior to the first meeting of every month to appear in that month's edition.

All quilting related articles are acceptable (direct and indirect). Please note: it is not the Editor's responsibility to write all the articles. Participation by the members is essential.

In addition to this, and as a shared responsibility with the President, the Secretary maintains the records of the Guild, records minutes of regular meetings as well as Executive meetings.

Program Director

The Program Director is a member of the Executive, and is responsible for overseeing the activities during our regular Thursday evening meetings. The Program Director will be given a budget in October as determined by membership enrolment.

Any suggestions for activities or offers of demonstrations, workshops, etc. can be communicated directly to Program Director. The Program Director reports and communicates in conjunction with the Special Events Coordinator.

The following are Coordinators – Will need to attend Executives Meetings only when required:

Membership Coordinator

The Membership Coordinator is responsible for creating and maintaining the database of members and for providing regular updates to the membership contact list provided to all members.

Special Events Coordinator

The Special Events Coordinator will help out the Program Director and is responsible for organizing the events that happen outside the normal Thursday evening meetings. These might include Saturday workshops, retreats, tours, pot-luck dinner, etc. Any suggestions for these activities can be made directly to the Coordinator.

Charity Coordinator

The Charity Coordinator is responsible for coordinating the charitable efforts of the Guild. The Charity Coordinator will be given a budget by the Treasurer in October (as determined by membership), for supplies, and the stash of fabrics provided by various sources for charitable activities.

The Charity Coordinator chooses the charity and will present to the Executives for discussion and acceptance. The Charity Coordinator is encouraged to request feedback from members when choosing the charities. As a Guild we do charity work and we would appreciate all our members to help out in some way.

Hospitality Coordinator

The Hospitality Coordinator is in charge of scheduling the volunteers for baking and kitchen duty.

The Coordinator creates and maintains a list of volunteers for snacks and clean up.

The Coordinator ensures that volunteers for snacks and clean-up are signed up in advance, as well as calling the snack volunteers the week before a meeting to remind them of their commitment. If a member can't commit on the specified date, it is the responsibility of the member to find a replacement. Bought goods can be purchased by the member on duty instead of baked goods.

The Hospitality Coordinator is responsible for purchasing the supplies when needed. She will be given a petty cash to cover meeting expenses, i.e. milk, coffee, sugar, etc and will keep track of bills and complete an expense form for the Treasurer.

Library Coordinator

The Library Coordinator will be given a budget by the Treasurer in October (as determined by membership). The Library Coordinator is responsible for the maintenance of our collection of books and periodicals, and the regular purchase of new reading material.

The Library Coordinator is also responsible for making sure that the members have access to the collection on a regular basis, usually immediately after the business portion of any meeting. The Library Coordinator will instruct new members on how to borrow and then return a book or magazine. Any suggestions for new books, periodicals, etc., can be communicated directly to the Library Coordinator.

The Library Coordinator is also responsible for the Accuquilt. Members can reserve ahead of time for usage during regular meetings.

Media/Web Site Coordinator

The Media/Web Site Coordinator is responsible for updated our Web Site. She will also contact media for upcoming events i.e. Quilt Show, special events, articles, etc.

A member's role, privilege and responsibility

The responsibility of a member is primarily participation. Active participation by members is what makes our Guild run smoothly. As a member, you have the privilege of attending all regular meetings, special events offered by the Guild, such as bi-annual retreats, workshops given by invited guest, and all the events and activities that are offered within the Guild. You have the privilege of participating in the Quilt Show, held every 2 years, by submitting quilts for exhibition that can be juried by your peers and public viewers.

Sharing tasks such as baking and kitchen responsibilities a couple of times a year. Putting out tables and chairs, then returning to their storage place at the end of the evening, is every able member's responsibility.

Giving constructive feedback with suggestions on how to improve things is also a major part of a member's responsibilities. Good, constructive feedback is essential for growth and development.

You are expected to show mutual respect towards all our members, coordinators and Executives. Any form of abuse (actions, words or insults) will not be tolerated.

Setting up and putting away for regular meetings

Tables and chairs are taken from piles on the side of the room and set up for the meeting. One small table is placed near the entrance for badges, flyers and any other handouts.

At the end of the session, the tables and chairs must be returned to the same place, having made sure that any spills or messes have been cleaned up first.

Each able member should plan to participate in either the set-up or the clean up at every meeting.

Baking and Kitchen Duty

There are volunteers for each meeting to provide treats and take care of the coffee and tea for the evening. This includes getting the water on for coffee, and regular tea (kitchen closes at **8:45 pm**), and cleaning up the kitchen afterwards. Volunteers will be required to purchase milk. Keep your receipt and you will be refunded by the Hospitality Coordinator.

The kitchen should be left in the order it was found or better. It is useful to indicate on baked goods whether they contain nuts for those who may have allergies.

It is appreciated by all to have a "last call" before the tea gets dumped out. Any shortage of supplies is to be reported to the Hospitality Coordinator.

Either taking the tea towels home to launder them, or ensuring that someone else is doing so is also part of the clean-up.

Any member not on kitchen clean-up that brings in something to be cleaned after the crew is finished is responsible for leaving the kitchen neat and clean.

Last but not least, we are each responsible for washing our own tea mug.

Borrowing Books from the Guild Library

Members are encouraged to borrow the Guild library books. Library books require a sign-out signature, and a date that the book is being borrowed, as well as a return signature and the return date.

Books can be borrowed up until the next meeting and then returned. If you need to keep the book for an additional period of time, please inform the Librarian so that she can verify if it has been reserved by another member. If the book has not been reserved, you may be permitted to borrow the book for an additional two weeks or until the next Guild meeting, which ever comes first.

Accuquilt

We have acquired an accuquilt machine. Members have usage during regular meetings. We ask that members reserve the accuquilt prior to the meeting with the Library Coordinator. A small fee (to be determined) will be charged (to cover the cost of replacing the mats).