Arizona Quilters Guild
Requirements by Position

Below are the descriptions and requirements for the AQG Board and AQG Committees. For additional information on each listed area, refer to the AQG Policy and Procedures manual > Sections 1-16.

AQG Board Members

It is highly desirable that all AQG Board Members possess the following:

- experience with sending and receiving email communications, including those with attachments.
- experience with public speaking, specifically for presentations at Guild meetings.
- experience with common office software, including but not limited to, word processing, numeric spreadsheets, slideshow presentations, virtual event meetings, and financial workbook software (e.g. Microsoft Word, Excel, PowerPoint, ZOOM, QuickBooks).
- leadership qualities to be able to direct, encourage, inspire, and communicate effectively.
- listening skills to listen intently, hear what the speaker is trying to communicate, ask clarifying questions and answer questions as thoroughly as possible.
- the time during the week and weekends for meetings, programs, and handling emails.

Communications Committee

The principal duty of the Communications Committee is to oversee and manage the principal means of Guild communications: the newsletter and social media. Communications promote AQG and inform, education, and recruit new members. This committee will work closely with the technology committee to ensure continuity of all information distributed to the public and members through the newsletter, social media, and website.

- The newsletter editor is responsible for creation and publication of *The Patchwork Chatter*, the newsletter.
- The social media manager is responsible for the content and support of the AQG social media accounts (e.g. Facebook, Instagram).

Election Results Committee

The principal duty of the Nominating Committee is to count the number of votes for elections and provide results.

Financial Review Committee

The principal duty of the Financial Review Committee is to audit the financial records for the fiscal year to ensure information is correct for tax reporting and records retention.

Membership Committee

The principal duty of the Membership Committee shall be to oversee all facets of the Guild membership maintaining records, encouraging growth, and promoting communication. The Membership Committee will be responsible for the Guild Membership database, which is integrated into the AQG website and accessible through the website administrator interface.

Mini-Grant Program Committee

The Mini-Grant Program supports AQG Chapter community service projects with small cash grants. It is available to Chapters in good standing – those current with all reporting required by AQG, financial and otherwise.

National Education Committee

The principal duties of the National Education Committee are to organize and supervise educational services and programs for the benefit of the membership, including classes and lectures provided by national and international teachers, any AQG sponsored seminars or retreats and Speakers Bureau.

Nomination Committee

The principal duty of the Nominating Committee is to present a slate of candidates to the Board for the annual election, as well as any special elections for office.

Quilt Show Committee

The principal duty of the Quilt Show Committee is to organize and oversee production of the annual AQG Quilt Show. The Committee will follow the quilt show project plan and manage all available resources to ensure a successful show. The Quilt Show Committee shall organize and oversee all volunteers that will produce the quilt show.

Rusty Barn Tickets Committee

The principal duty of the Rusty Barn Tickets (aka Phoenix Quilt, Craft & Sewing Festival) is to obtain discounted tickets and sell to members.

Technology Committee

The principal duties of the Technology Committee are to update and maintain the AQG website; monitor and add classified advertisements; manage AQG email assignments; purchase and retire AQG equipment; and purchase, monitor, and load software. This committee will work closely with the communications committee to ensure continuity of all information distributed to the public and members through the newsletter, social media, and website.

- Website editor is responsible for updating the website used for the members and public.
- Classified advertising manager is responsible for managing the requests for classified advertising on the website.
- Email manager is responsible for managing the AQG email assignments.

- Equipment manager is responsible for obtaining, maintaining, and retiring equipment used by the AQG Board and committees.
- Software manager is responsible for ordering, installing, and maintaining licensing for software used by the AQG Board and committees.