

MISSISSIPPI QUILT ASSOCIATION
OPERATING PROCEDURES HANDBOOK
March 2002

PURPOSE

MQA is a non-profit organization under Section 501 (c) (3) of IRS Code with the stated purpose of providing a network and forum through which individuals can grow and develop artistically, technically, and historically within the realm of quilting. Purposes are:

- To preserve and promote quilting, communication, and awareness.
- To share interest and love of quilting.
- To keep quilt heritage, art, and craft alive.
- To educate.

MEMBERSHIP

ADMISSION

1. Membership is open to all who have a love of quilting and who are interested in preserving and promoting quilting.
2. Voting members are members who have paid their dues for fiscal year by March 31.

ANNUAL DUES

1. Annual dues amount set by Board of Directors.
2. Membership Director responsible for collecting dues and maintaining accurate membership roster.
3. Membership status deadline is March 31 for dues to be paid. Members who have allowed their membership to expire will be required to pay handling fee plus additional registration fee for workshops and seminars. The current membership roster will be reference tool.

MEMBERSHIP MAILING LIST

Membership records are the property of MQA; Membership Director will use membership records for official MQA activities. She can provide mailing list or labels only under certain conditions: (a) Cost of \$75 to requesting group/organization; (b) Labels cannot be copied or duplicated; (c) Purpose of mailing is to promote a quilt show, exhibit, or display; (d) Letter of agreement signed by requesting group/organization.

OFFICERS AND BOARD OF DIRECTORS

ELECTED OFFICERS

1. Elected officers are selected at the Annual Business Meeting in February.
2. The President and President-Elect are selected by annual election, to serve from April 1-March 31 following election.
3. The Secretary is elected in even-numbered years to serve a two-year term. The Treasurer is elected in odd-numbered years to serve a two-year term. Terms of office run from April 1-March 31 following election.
4. The President in consultation with elected officers shall appoint an Educational Director, Membership Director, Publicity Director, Newsletter Editor, Parliamentarian, Historian, and a minimum of eight Regional Representatives. The outgoing President serves one year as Immediate Past President.

BOARD OF DIRECTORS

Board of Directors is composed of the President, President-Elect, Secretary, Treasurer, Immediate Past-President, Educational Director, Membership Director, Publicity Director, Newsletter Editor, Parliamentarian, and Historian. These eleven members have voting privileges. A quorum of 50% is required to conduct business. Non-voting members, who are welcome to attend and help conduct MQA business, are Committee Chairs and Regional Representatives. The Board should promote and maintain MQA's image. The Board shall fill any officer

vacancy except President. If there is a vacancy in the office of President, the President-Elect shall take over this position.

Responsibilities of Board of Directors:

1. Develop short- and long-term plans for MQA.
2. Support the President's vision, platform/goal for term of office.
3. Approve the operating budget.
4. Approve recommendations for Gathering logistics: date, time, location, host group(s).
5. Review before approval majority of business decisions. Delegate execution to appropriate officers and/or committees.
6. Review before approval all recommended fund-raising proposals.
7. Transfer philanthropic project responsibilities from MQA to local guilds.
8. Create operating calendar of events with Committee Chairs submitting their events to Board for final approval.

DUTIES OF OFFICERS

PRESIDENT

The President shall maintain MQA's positive image, promote MQA awareness externally, inspire a shared vision (or plan) internally, enable others to assume responsibility. President is elected for a one-year term of office after having served as President-Elect for one year. Her required skills include: Positive role model, team building, communication, delegating, strategic planning, problem-solving, and organization skills.

Duties and Responsibilities:

1. Prepare and communicate President's vision, platform or goal(s) for term of office.
 - a. Communicate and clarify theme to Board of Directors.
 - b. Work with Educational Director to plan educational events to support theme.
 - c. Provide explanation and details in Letter from the President in the **Common Thread**.
2. Working with the Board of Directors, create and then drive long- and short-range goals/plans, focusing on the future.
3. Appoint, in consultation with the other elected officers, the offices of Newsletter Editor, committee chairs, and members (standing and as need arises) as soon as elected at February Gathering. Some positions (i.e., Educational Director) need to be recruited earlier due to required long-range planning needs. Consult current membership roster before making committee assignments.
4. Conduct annual business meeting at February Gathering and conduct general membership meetings.
5. Preside over all Board of Directors' meetings.
6. Set Gathering event schedule: date, time, location, contact person.
7. As ex-officio member of all committees, attend or keep apprised of all committee functions.
8. Appoint Nominating Committee by June 1. Work with Nominating Committee chair in selecting slate of officers plus receive advice and recommendations for filling committee positions.
9. Follow annual timeline of deadline dates for plans and meetings. Work with Educational Director and Annual Educational Seminar Chair on Educational Seminar dates.
10. Schedule and hold Board of Directors' meetings as needed, minimum of one before annual business meeting.
 - a. After scheduling Board meeting, work with Secretary on notifying attendees.
 - b. Confirm expectations and timeframe with those giving reports.
 - c. Prepare written agenda.
11. Conduct annual business meeting at the February Gathering.

- a. Prepare and have copies available of agenda.
 - b. Agenda topics should include abbreviated reports from elected officers and standing committee chairs on prior year's accomplishments/results.
 - c. Ask Nominating Committee chair for report on incoming officers slate.
 - d. Conduct election for incoming officers.
 - e. Give incoming President opportunity to give brief overview of her platform, goals, and vision for new term of office.
 - f. Express appreciation to outgoing officers.
12. Conduct meetings at June, October, and February Gatherings. Using information from Educational Director, be responsible for a written agenda of the day's activities. Make agenda available to all attendees.
 13. Require that Educational Committee be an ongoing committee. Each committee should continue to document, update, and refine plans made by prior group.
 14. Financial Records: Be apprised by Treasurer of financial report and status plus Treasurer's actions. Sit on Finance Committee. Annually have books reviewed by two non-Board members, according to the Bylaws.
 15. Work closely with President-Elect to help her understand the duties and responsibilities of the office.
 16. Maintain written communications with officers, committee chairs, and regional representatives (a) to thank them for serving and (b) to state status of their tenure.
 17. Should an officer and/or committee chair fail to meet standards, expectations, or not function, the President should add or replace committee members or work with committee chair to get committee back on track to meet expectations.
 18. Maintain files and documentation that is passed on to President-Elect.
 19. Furnish Historian with items necessary for permanent records.

PRESIDENT-ELECT

The President-Elect is elected by the membership for a one-year term and shall use this term to prepare for leadership by learning as much as possible about the organization's operating systems and processes. The President-Elect should have previously served in another leadership role in MQA (i.e., officer or committee chair).

Duties and Responsibilities:

1. Assist the President as needed.
2. Serve in the President's absence (i.e., conduct Board of Directors, business, and general meetings).
3. Complete President's term of office if vacancy occurs.
4. Work with Publicity and Membership Directors to promote membership development.
5. Prepare to assume duties of President.
6. Attend all Board meetings as a voting member.
7. Become familiar with MQA's operating systems and processes: (a) Bylaws, (b) Handbook, (c) all committees' functions/activities.
8. Be consulted on policy changes/revisions and be prepared to offer recommendations to Board of Directors.
9. Plan and prepare for next year's term of office: (a) prepare vision, platform, and/or goals. (b) Identify overall platform/objective/theme.
10. Be prepared to announce committee chair appointments after election at February Gathering business meeting. Verify member status of all appointees with Membership Director. Plan for Education Committee appointments well in advance of February election to allow for adequate time to plan and prepare for workshops and Gatherings.
11. Serve on Publicity Committee.
12. Maintain notebook during tenure to be passed on to next President-Elect.

SECRETARY

The Secretary is elected by the membership during even-numbered years, to serve a two-year term of office. Her office and the office of Treasurer will have overlapping two-year terms so that the Secretary and Treasurer will be elected on alternating years. She is the recorder of MQA's Board and business meetings and should have word processing skills.

Duties and Responsibilities:

1. Attend Board of Directors meetings as a voting member.
2. Keep minutes and records of all Board and general membership meetings. Read and record minutes and distribute copies to all voting and non-voting Board members. Maintain permanent book of minutes, to be forwarded to incoming Secretary.
3. Upon President's directive, notify Board of Directors, Committee Chairs, and Regional Representatives of all meetings, giving participants adequate lead-time and expectations. Work with President to prepare for announced Board meetings. Prepare published agenda if requested.
4. Handle all necessary correspondence.
5. Working with President and Nominating Committee Chair, mail ballot of Nominating Committee's proposed slate of officers to general membership by the end of January (either by enclosing in newsletter or by separate mailing).
6. Receive in writing any proposed amendments to Bylaws to be considered by the Board of Directors.

TREASURER

The Treasurer shall keep the organization's finances in safe and orderly manner. She is elected by the membership during odd-numbered years, to serve a two-year term of office. Her office and the office of Secretary will have overlapping two-year terms so that the Secretary and Treasurer will be elected on alternating years. She should have word processing and spreadsheet skills.

Duties and Responsibilities:

1. Attend all Board meetings as a voting member.
2. Serve as Finance Committee chair.
3. Keep accurate records of receipts and expenditures, depositing funds in designated bank account(s), and disbursing funds as necessary upon documentation and appropriate approval.
4. Keep financial records according to Bylaws.
5. Make financial records available at all times to the President and Board of Directors.
6. Make financial records available for review by two non-Board members at the end of financial year March 31.
7. Working with the Finance Committee, develop an annual operating budget for Board approval in February business meeting.
8. Follow good accounting practices; keep checking account balanced at all times; receive and deposit monies in a timely fashion; pay legitimate bills and expenses, obtaining approval before reimbursement according to the Bylaws.
9. Keep separate bank accounts as required for general operating fund and for revenues from *Mississippi Quilts* book, being careful that book revenues are limited to further quilt documentation and education as required by restricted funding procedure.

EDUCATIONAL DIRECTOR

The Educational Director is appointed by the President, in consultation with other elected officers, for a one-year term which may be extended at the pleasure of the next president and willingness of the ED to continue to serve. Ideally, the ED should have prior Education Committee experience. The Educational Director is responsible for planning and directing educational events for the membership to encourage growth and development through programs, workshops, classes, seminars, and public events.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member.
2. Chair Education Committee. Plan, organize, and promote educational events and programs. Work with President to help support President's theme and platform. Working with the Education Committee, plan, organize, and direct annual educational seminar and three Gatherings.
 - a. Plan Gathering educational content and elements.
 - b. Secure teachers/instructors for workshops. Provide teachers with class enrollment.
 - c. Work with designated host location contact person to arrange for adequate classroom space and equipment.
 - d. Make arrangements for any special exhibits or displays to support overall theme.
3. Schedule first Education Committee meeting by February 28 to make detailed plans for educational content at Summer, Fall, and Spring Gatherings plus Annual Educational Seminar. A nationally known teacher is brought in for the Annual Educational Seminar, held in three different locations. The Immediate Past President becomes the chair of the subcommittee making the arrangements for the AES.
4. Use talents of committee members to plan and assume responsibilities for the various tasks and duties required to execute Gatherings plus other educational events.
5. Explore new ideas for education and outreach approaches to be conducted by Education subcommittees.
6. Provide Newsletter Editor with information for the **Common Thread** regarding Gatherings and workshops, including information on speakers, programs, classes; date, time, location of event; contact person; hotel details and map.
7. Delegate and/or be on-site troubleshooter.
8. Include Publicity Director in plans and activities of the Educational Committee.
9. Keep reference manual for benefit of MQA, local groups and guilds, such as (a) list of teachers/speakers; (b) MQA members who are qualified to teach; (c) educational programs and ideas for children and youth.
10. Maintain notebook/manual for incoming Chair. Keep notes, ideas for programs and instructors/facilitators.
11. Prepare a written report of year's activities with notes of ideas considered, pros and cons, why selected or dropped, to pass on to next committee Chair.
12. SEE ALSO:
 - a. Committees and Chairs: Education Committee
 - b. How to Plan for Gathering
 - c. Education Committee Operating Calendar (Timeline)
 - d. Annual Educational Seminar

MEMBERSHIP DIRECTOR

The Membership Director is appointed by the President, in consultation with other elected officers, for a one-year term which may be extended at the pleasure of the next president and willingness of the MD to continue to serve. She shall maintain the membership roster and track membership dues. She should possess computer skills and ability to use spreadsheet and database software.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member. Be prepared to give membership report.
2. Receive dues and forward them to Treasurer to be deposited into appropriate bank account.
3. Maintain current and updated computer roster: name, mailing address, telephone number, e-mail address, county, and region, and date paid of all members in good standing.
4. Provide mailing labels to the Newsletter Editor or other officer by requested date for mailings of MQA events. Labels should be in large, readable font. If bulk mailing is used, labels should be in zip-sorted order, accompanied by a zip-sorted membership list. All members of record on a mailing date will receive mail;

however, late-paying members (after March 31 of any year) will be subject to a handling fee or additional registration fee for some workshops and seminars.

5. Membership Director's roster will be the membership status verification for registration for workshops and seminars.
6. Annually provide an updated alphabetized membership list to all members. May be inserted in newsletter or mailed separately.
7. Provide membership lists in other formats as needed (i.e., by region for Regional Representatives, by date paid for workshop and seminar sign-up).
8. Provide President and/or President-Elect with current membership roster when requested for use in making committee assignments.
9. Provide membership card to members annually showing name and expiration date of membership.
10. Furnish Regional Representatives with Membership Forms to distribute in their regions.
11. Keep database information in two locations for safety, (i.e., with Membership Director and Newsletter Editor), and update regularly.
12. At Gatherings:
 - a. Organize the setup of registration table, recruiting help as needed.
 - b. Have current membership roster available for verification of membership, address corrections, and new member sign-up.
 - c. Provide nametags and holders.
 - d. Provide membership sign-up and renewal forms.
13. Transfer all records, files, and database to the incoming Membership Director at the end of tenure.

PUBLICITY DIRECTOR

The Publicity Director is appointed by the President, in consultation with the other elected officers, for a one-year term, which may be extended at the pleasure of the incoming president and willingness of the PD to continue to serve. She should possess skills in communication, writing and editing, and public speaking. She will chair the Publicity Committee and work toward promoting MQA using all media methods—radio, TV, newspapers, Internet. She will help to provide awareness and promote a positive image of quilters and Mississippi Quilt Association. She should keep all members and the public informed of MQA activities and accomplishments.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member.
2. Develop and generate positive publicity to make MQA known throughout the state and nationally.
3. Design and develop an MQA brochure (containing membership form) for broad distribution.
4. Develop and coach publicity skills to help Regional Representatives in preparing news releases and photos.
5. Work with Regional Representatives to provide and promote community service events, give demonstrations and lectures to market MQA's purpose.
6. Conduct feasibility study of creating and maintaining a website.
7. Be an idea resource for Newsletter Editor and other committee chairs to market and publicize their events (i.e., Annual Educational Seminar).

NEWSLETTER EDITOR

The Newsletter Editor is appointed by the President, in consultation with the other elected officers, for a one-year term, which may be extended at the pleasure of the incoming president and willingness of the NE to continue to serve. She should possess news gathering, writing, editing, word processing, and desktop publishing skills.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member.

2. Be a standing member of the Publicity Committee.
3. Be responsible for newsletter (***Common Thread***) content.
4. Publish the newsletter, receiving information from the membership and writing news items of interest.
 - a. Publish the newsletter a minimum of three times a year in advance of the three Gatherings, as a communication tool for details of the meetings.
 - b. Maintain a file of upcoming events and what information is needed for publication in newsletter.
 - c. Set deadlines to receive information and calendar items.
 - d. Follow up by contacting appropriate individuals who will be furnishing needed information.
 - e. Gather all information from appropriate leaders and members. Articles may require extensive writing and/or editing for content/format/space.
 - f. Establish format for newsletter, including regular features such as President's Letter, Featured Quilter, Gathering information (date, time, location, program, location, map), Calendar of Events, regional news items at no charge to sponsoring group (such as local, regional and national quilt shows, local special classes, local exhibits).
 - g. Include items with newsletter when requested to do so and it is feasible, such as Membership Roster, Nominating Committee slate and ballot, special registration for workshops or seminars, and Membership Form.
 - h. Accept information and prepare ads for quilt-related businesses, vendors, and guilds.
 - i. Prepare layout of all information in attractive format using desktop publishing software (Adobe PageMaker furnished by MQA). Make sure that return address and bulk mail permit are printed on the address portion of the newsletter. Proof final draft.
 - j. Notify and receive from Membership Director (a) information on number of members; (b) set of membership labels from the most current membership roster. Labels should be printed in large, readable font and prepared in zip-sorted order (if bulk mailing is planned).
 - k. Request and receive from Treasurer sufficient funds for printing costs and for mailing costs. If Newsletter Editor advances these funds, she should keep receipts to accompany request for reimbursement. Keep Treasurer informed of date annual bulk mail permit is payable.
 - l. Deliver newsletter in camera-ready format to printer with information on paper, number of copies, folding/stapling directions.
 - m. Pick up newsletter when ready; complete by adding inserts when applicable. Fold, add closure, and address labels.
 - n. If mailing is by bulk permit, sort and bundle according to Post Office regulations. If mailing is by first-class mail, affix proper postage.
 - o. Deposit newsletters in Post Office for mailing.
 - p. Prepare statements and mail to vendors/groups for any ads contained in the newsletters. Current charges are based on \$5 per column inch, with \$10 minimum for any ad. Send a copy of the statements to the Treasurer, asking that she notify the Editor of any unpaid bills before the next newsletter is prepared.

PARLIAMENTARIAN

The Parliamentarian is appointed by the President, in consultation with the other elected officers, for a one-year term, which may be extended at the pleasure of the incoming president and willingness of the Parliamentarian to continue to serve. The Parliamentarian shall insure orderly and efficient Board of Directors and general business meetings by being familiar with MQA's Bylaws, Handbook, current operating procedures, and Roberts Rules of Order.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member.
2. Assist officers in orderly conduct of business meetings.

REGIONAL REPRESENTATIVES

The Regional Representatives are appointed by the President, in consultation with the other elected officers, for a one-year term, which may be extended at the pleasure of the incoming president and willingness of the representative to continue to serve. Each RR functions as a liaison between her region's members and MQA's Board of Directors. She should represent members objectively and without bias.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a non-voting member.
2. Work with Board of Directors, Membership Director, and Publicity Director to contact quilters throughout the state.
3. Furnish Newsletter Editor with news of quilting activities in her region before publication of each **Common Thread**.
 - a. Be aware of Newsletter Editor's deadline notice.
 - b. Contact (write/call/e-mail) guild contact persons to get current news about groups in the region.
 - c. Inquire about projects, programs, special classes, quilt show dates/location, community projects in local guilds.
 - d. Ask to be placed on guild mailing lists for local groups' newsletters.
 - e. Write regional report and forward to Newsletter Editor by deadline date. Organize and/or emphasize priority items for Editor in case she has to delete secondary items due to space.
4. Maintain current list of guilds and guild contact persons in region. Know guild or mini-group name, contact person's address and phone number.
5. Recruit new members, working with President and Publicity Director, to promote MQA. Have blank membership forms and brochures available for distribution.
6. Regional Representatives are encouraged to plan and execute regional activity/events outside MQA Gatherings, i.e., joint guild meetings, classes, shows, demonstrations, etc.
7. As schedule dictates, Regional Representatives will be asked to work with Board of Directors and Educational Committee to host Gathering in region.
8. Maintain current list of local newspaper contact persons for MQA publicity purposes.
9. Maintain files and documentation and pass on to incoming Regional Representative.

HISTORIAN

The Historian is appointed by the President, in consultation with the other elected officers, for a one-year term, which may be extended at the pleasure of the incoming president and willingness of the Historian to continue to serve. She should properly store and create archives for future history reference and records.

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member.
2. Keep organization's scrapbook and/or history book.
3. Keep organization's archives and documentation; i.e., all newsletter issues, publications, brochures, Gathering media
4. Make arrangements with Newsletter Editor, Publicity Director, and Regional Representatives to have hard copies of press releases, articles, and pictures forwarded to be placed in scrapbook.

IMMEDIATE PAST PRESIDENT

Duties and Responsibilities:

1. Attend all Board of Directors meetings as a voting member.
2. Chair the Education subcommittee for the Annual Educational Seminar.
3. Provide advice and consultation.

4. SEE ALSO: Annual Education Seminar.
5. Be in charge of selecting and presenting the outgoing President's gift at the February Gathering at the conclusion of her term.

MEETINGS

1. Board of Director Meetings. Purpose is to conduct MQA business matters. The majority of business decisions are made by the Board and then executed by its appropriate officers and/or committees.
2. Annual Business Meeting. The published agenda shall include election of officers, financial report, and membership report.
3. Gatherings. Purpose is to communicate and inform the membership of necessary business concerns in a brief meeting before the program elements. Focus is on quality educational program content.
4. Special Meetings. May be called by the President or by three elected officers or by a signed petition of 10% of the general membership. Written notice shall be sent a minimum of 10 days prior to the meeting to all members informing them of date, time, and meeting location designated by the President.
5. SEE ALSO: How to Plan for a Gathering.

OFFICER ELECTION PROCESS

The president, president-elect, secretary, and treasurer shall be selected by vote of the membership. The president shall appoint a nominating committee, which will present a slate of officers to the membership for vote at the annual business meeting in February. See duties of the Nominating Committee under Committees and Chairs.

COMMITTEES AND CHAIRS

1. Standing Committees shall be as follows: Education, Finance, Membership, and Publicity.
2. Standing Committee Chairs shall be appointed by the President for one-year terms, which may be extended at the pleasure of the incoming president and willingness of the chair to continue to serve.
3. Special Committees shall be created and appointed by the President with the approval of the Board of Directors. The duties of the committee shall be designated and approved by the Board.
4. Committee chairs are invited to attend Board of Directors meetings as requested and may take part in discussion but are not considered voting members.
 - a. Notify President in writing of all scheduled meetings of committee.
 - b. Keep notes and ideas to transfer to incoming chair. Maintain notebook/manual for incoming chair.
 - c. Provide year-end report of Committee's accomplishments and results for Board of Directors. Include notes of ideas considered, pros and cons, why selected or dropped.
5. To provide for ongoing experience and continuity, committee members will serve two-year terms, appointed in alternating years.

NOMINATING COMMITTEE:

1. Present slate of officers to general membership in January in written document format.
2. President appoints Chair and four members in good standing by June 1.
3. Chair receives current membership roster from Membership Director.
4. Committee selects slate of officers (referring to membership talent inventory maintained by Leadership Committee).
5. Contact potential officer candidates to verify willingness to serve.

6. Chair submits written report of slate of officers to President for approval before December 15. Upon approval, information is sent to Secretary for preparation of a ballot for voting by membership.
7. Send report of proposed slate of officers to Newsletter Editor by her deadline for publication in January ***Common Thread***.
8. Maintain reference file of potential candidates. Forward this to next committee chair. Make note of skills, talents, and actual experience.

EDUCATION COMMITTEE

The purpose of the Education Committee is to plan and organize educational events for skill development and/or appreciation of quilting.

Duties and Responsibilities:

1. The Education Committee is chaired by the Educational Director. Members are appointed to serve two-year terms, appointed in alternate years to provide for committee member rotation.
2. Responsible for MQA's educational functions, including Gathering educational content, speakers, instructors, quilt displays.
3. Organize other activities of merit with an educational theme.
4. Evaluate and recommend to Board of Directors new and innovative educational programs, events, activities, or methods.
5. Mail/send June Gathering notice to include: class schedule with instructors, details, supply list, and class registration form to the membership six weeks prior to event. Require use of Self Addressed Stamped Envelope to confirm participants.
6. Keep records of class participants and headcount as forms are returned.
7. Work with location contact to assign classrooms, arrange tables, chairs, and other equipment for instructors/speakers a minimum of one week before event. Obtain key to facility or make arrangements about entry and security.
8. Minimum requirement that one member have computer with database program to track workshop registrations and receipt of checks.

ANNUAL EDUCATIONAL SEMINAR—SUBCOMMITTEE

Chair of this subcommittee is the Immediate Past President. This subcommittee, made up of the chair and three members, will book a national instructor for workshops held in different locations in state.

1. Research instructor options and availability.
2. Track speaker themes: provide balance of technique choices; i.e., applique, piecing, etc.
3. Book instructor well in advance (12-24 months).
4. Determine operating budget working with Treasurer; consider past workshop operating costs and registration fee.
5. Provide Board of Directors with details of Seminar:
 - a. Biographical sketch/history of instructor.
 - b. Fees and expenses of instructor.
 - c. Instructor's requirements and/or seminar standards
 - d. Determine and recommend seminar fee amount.
 - e. Compile estimated cost to schedule seminar.
6. Workshop Logistics:
 - a. Event is usually held in July or August. Plan the date, host groups, locations, format (whether one- or two-day classes), and travel arrangements.
 - b. Book facilities for seminar, sleeping/meals arrangements for instructor, travel and escorts, contact person at each location.

- c. Provide for necessary information to be sent to Publicity Director and Newsletter Editor.
 - d. Prepare registration form for sign-up, stating all fees, dates, locations, deadlines, and other necessary information, and mail to membership well in advance of event. May be included in May **Common Thread** if timing is appropriate. Require use of Self Addressed Stamped Envelope to confirm participants and provide supply list.
 - e. Prepare notification document; conduct random drawing for workshop participants who have met requirements to register. Create waiting list if necessary.
 - f. Collect registration fees; track and then forward to Treasurer. Make arrangements for handling fee or increase registration fee for non-members or late-paying individuals.
 - g. Notify class participants, furnishing supply list and any other necessary information.
7. Follow instructor's checklist for requirements. Furnish copy to each contact person.
 8. Prepare a final report for the Board after conclusion of Seminar, giving financial statement and any future recommendations for next committee.

FINANCE COMMITTEE

1. Chaired by Treasurer. Membership composed of President and two members. Members appointed to serve two year-terms, appointed in alternate years to provide for committee member rotation.
2. Under guidance of the Treasurer, prepare an annual operating budget of revenues and expenses for submission and approval by the Board of Directors no later than the February Gathering.
3. The fiscal year coincides with the membership year—April 1-March 31.
4. All fundraising event project proposals (i.e., Documentation Project) must have prior Finance Committee approval before submitting to Board for approval. Fundraising project chair is responsible for preparing written proposal to include purpose, required operating expenses, and projected income/revenue. Provide written progress report to Treasurer prior to each stated Board meeting.
5. Monitor financial status.
6. Trace Annual Educational Seminar event expenses. Work with Educational Director and subcommittee chair to determine seminar fee amount.
7. Recommend to Board fee amounts:
 - a. Membership fee (amount—formula on how to calculate).
 - b. June Gathering Workshop fees.
 - c. Annual Educational Seminar fees.
 - d. Officer and committee chair/member expense reimbursement; i.e., mileage.
8. Expenditures over \$50 require approval before expenditure by appropriate committee chair and President. Proper documentation must be provided with request for reimbursement.
9. Provide financial history and expenses for Board members of an event upon request.

PUBLICITY COMMITTEE

1. Chaired by the Publicity Director. Under guidance of the PD, develop and generate positive publicity and make MQA known throughout the state.
2. Design and develop MQA brochure (with membership form) for broad distribution.
3. Focus on positive image.
4. Newsletter Editor standing member.
5. Promote MQA using all media methods: radio, TV, newspapers, Internet. Prepare press releases.
6. Be idea resource for Newsletter Editor and other committee chairs to market and publicize their events; i.e., Annual Educational Seminar).

LEADERSHIP COMMITTEE

The Board of Directors appoints Leadership Committee Chair for a two-year term which may be extended at the pleasure of the incoming president and willingness of the Chair to continue to serve. The Chair, with consultation of the Board, can add other members as needed.

1. Provide training and professional development.
2. Develop strategic mindset focused on future
3. Provide means and methods to share expertise and experience.
4. Provide for officer and committee transition and continuity.
5. Annually evaluate past year and plan for future needs.
6. Identify successes and accomplishments.
7. Identify areas that need to be improved and/or enhanced.
8. Maintain handbook/operating procedures. Distribute to officers and committee chairs.
9. Schedule Leadership Retreat as need arises.

Leadership Committee Chair Responsibilities:

1. Attend all Board meetings or send representative.
2. Maintain notebook/manual for incoming chair.
3. Prepare committee meeting minutes and/or action plan(s) and year-end report.

Leadership Committee Member Responsibilities:

1. Annually determine leadership team skill needs.
2. Annually review situation, determine event method to be implemented, i.e., retreat, workshop, special meeting.
 - a. Identify date, location, and facility.
 - b. Complete pre- and post-event action plan.
 - c. Design program agenda and book instructors/speakers.
 - d. Promote event in newsletters and at Gatherings.
 - e. Prepare workshop materials and handouts as needed or requested by speakers.
 - f. Utilize feedback forms for participant input, comments, and recommendations.
 - g. Report to Board on event results and make recommendations for future.
3. Work with Board on MQA's strategic short- and long-range plans.
4. Conduct membership needs survey.
5. Maintain membership talent/skill inventory as leadership resource.

HOW TO PLAN FOR A GATHERING

MQA has traditionally scheduled three Gatherings per year (in February, June, and October) in different locations throughout the state.

President and Board Responsibilities:

1. President and Board are responsible for date, location, and overall theme.
2. Education Committee is responsible for supporting overall theme through educational programming.
3. Regional Representative and host group will recommend meeting facility location and motels and arrange for any food served.

4. Newsletter Editor will publish details in ***Common Thread*** upon being furnished such information.
5. Membership Director will be responsible for registration table for signing in, enrolling new members, and giving nametags.
6. Regional Representative will help identify host guild/group and designate contact person for President and Educational Director to work with.
7. Considerations for meeting place:
 - a. Auditorium-type seating for approximately 150-200 people.
 - b. Breakout rooms available? How many, and what is seating capacity?
 - c. Proper lighting, heating, cooling.
 - d. Sufficient bathrooms; know where additional paper products are stored.
 - e. Space available for merchants?
 - f. Bulletin board, chalk board, flip charts available?
 - g. Sound system available?
 - h. Adequate and safe parking?
 - i. Location of registration table—near entrance, allowance for traffic flow.
 - j. Map or clear directions available.

Host Group/Contact Person Responsibilities:

1. Book the facility and make arrangements for payment of any required fees. Cost has ranged up to \$145.00.
2. Arrange for block of 20-25 rooms in motel(s), based on previous experience. Furnish Newsletter Editor with all details for making reservations—telephone numbers, rates, locations, and deadlines. Provide Newsletter Editor with map and/or clear written directions to facility and motel.
3. Provide Treasurer with written information concerning rental fees, deposit amount, janitorial fee.
4. Host group may furnish refreshments and door prizes if desired.
5. Host group is responsible for arranging any meals served. Meals should be at reasonable price (to be paid by attendees) and served simply and quickly. President and Educational Director will help estimate number expected, and MQA will underwrite the cost of any overage due to incorrect estimate.
6. Be responsible for signs to facility if needed.
7. Be responsible for marquee “Welcome MQA” if possible at motel.

Friday Night and Saturday at Gatherings:

1. Host group will furnish sign-in sheet and nametags on Friday night; Membership Director will furnish on Saturday. However, MD may elect to begin registration and giving nametags on Friday night. If refreshments are served Friday night, announce whether people should eat their evening meal before the meeting. Door prizes may be given at the discretion of the host group, but if given should be limited to no more than 5 on Friday night and 10 on Saturday because of time restrictions.
2. Friday night activities are open to MQA members and any guests. Saturday activities are open to MQA members. Guests may attend by payment of a \$5.00 guest fee or by becoming a member and paying annual dues.
3. Educational Committee will plan the educational content of the Gathering. The host group may be asked to provide for Friday night program or entertainment.
4. If the facility can accommodate, one or more vendors may set up shop, paying MQA a fee of \$25.00. No commission is charged on any goods sold. The vendors are responsible for requesting permission from the contact person to set up.
5. The President is responsible for preparation of a printed agenda for Saturday attendees.

GIFTS/MEMORIALS AND REWARDS/RECOGNITION

1. Traditionally, a customized gift has been prepared and given to the outgoing president at the February Gathering to show appreciation for her service. Examples: fabric gift certificate, quilted item/accessory, fabric, book. Immediate Past President will be in charge of selecting and presenting this gift.
2. Upon death of a member, the member's local guild usually acknowledges by a memorial or gift.
3. Recognition for outstanding performance and/or project management:
 - a. Reward/recognize those members who donate their time and talent to conduct a program/presentation.
 - b. Provide quilt-related item, i.e., fabric, tool, book, quilt or quilt blocks—no plaques.
 - c. Write appreciation notes.

TIMELINE EXAMPLES

---MQA OPERATING CALENDAR---

Purpose: To be a roadmap for organization to see where we are going and where we have been.

- | | |
|------------------|---|
| January | <ul style="list-style-type: none">• Mail ballot listing officer candidates prior to February election.• Publish newsletter.• Reserve block of rooms for June Workshop Gathering. |
| February | <ul style="list-style-type: none">• Conduct executive Board meeting.• Conduct annual business meeting and Spring Gathering.• Election of new officers.• New president presents platform or goal and announces appointments.• Treasurer makes annual financial report.• Conduct Education Committee planning meeting. |
| March | <ul style="list-style-type: none">• Reserve block of rooms for Fall Gathering. |
| April | <ul style="list-style-type: none">• Newsletter deadline—April 15. |
| May | <ul style="list-style-type: none">• Publish newsletter |
| June | <ul style="list-style-type: none">• Conduct Summer Gathering.• Executive Board approves next year's Annual Education Seminar instructor.• Deadline for Annual Education Seminar registration |
| July | <ul style="list-style-type: none">• Notify Annual Education Seminar participants of logistical details to include date, time, location, and map plus necessary supplies.• Reserve block of rooms for Spring Gathering. |
| August | <ul style="list-style-type: none">• Conduct Annual Education Seminar (national instructor).• Newsletter deadline—August 15. |
| September | <ul style="list-style-type: none">• Publish newsletter. |
| October | <ul style="list-style-type: none">• Conduct Fall Gathering. |
| November | <ul style="list-style-type: none">• |
| December | <ul style="list-style-type: none">• Nominating Committee submit officer slate to President for approval and then forward to Secretary.• Newsletter deadline—December 15. |

---EDUCATION COMMITTEE OPERATING CALENDAR---

- January**
- Find out from incoming President when and where the June Gathering will be held. (Decision made by Board.)
 - Meet with committee to identify class themes and instructors. Book instructors as soon as possible.
- February**
- Committee discuss themes and programs for Fall and Spring Gatherings.
 - Secure speakers and instructors.
- March**
- Prepare mail-out for Summer Workshop Gathering classes.
 - Plan with Treasurer budget for teacher payment.
- April**
- Obtain current membership list from Membership Director after April 1.
 - Send Gathering mail-out.
- May**
- Receive and organize class registration for June Workshop Gathering.
 - Notify participants. Finalize details relating to June Workshop Gathering.
- June**
- Conduct June Gathering.
- July**
- Make plans for Fall Gathering.
- August**
- Send notice and all necessary information to Newsletter Editor for October Gathering.
- September**
- Finalize details relating to Fall Gathering.
- October**
- Conduct Fall Gathering.
- November**
- Finalize details relating to February Gathering.
- December**
- Send notice and all necessary information to Newsletter Editor for February Gathering.