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THE SEATTLE MQG BOARD TIMELINE

The board positions are one-year, volunteer positions.

Your time and talent make Seattle MQG thrive!

- **Sept:** Seek candidates to run
- **Oct:** Announcement of candidates
- **Nov:** Vote!
- **Jan:** New board takes over

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MIGHT YOU WANT TO BE ON THE BOARD?

You are eligible to be on the board if:

- You are a member of the Seattle MQG

We're looking for people who:

- Are motivated to give back to the Seattle MQG
- Are great team players
- Can commit for a whole year

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YOUR SEATTLE MQG BOARD INCLUDES THESE ROLES

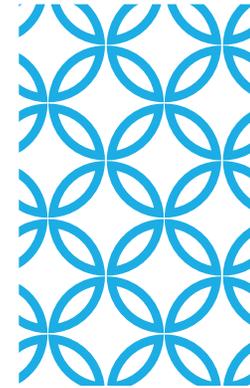
- President
- Vice-President
- Treasurer
- Vice-President Membership
- Vice-President Programs (can be two people)
- Secretary
- Communications Director (can be two people)

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FOR 2021, WE ARE ACTIVELY RECRUITING FOR THESE:

- President
- Vice-President (recruiting!)
- Treasurer
- Vice-President Membership (recruiting!)
- Vice-President Programs (can be two people-recruiting!)
- Secretary (recruiting!)
- Communications Director

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Here's what each of the roles entails, so you can decide whether to run.

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PRESIDENT

(Katie Sprugel is running)

Responsible for:

- Set tone and tenor for the guild
- Organize and present monthly guild meetings
- Field questions from "guildies"
- Monitor and respond to Guild email, delegating as appropriate
- Run monthly board meetings

Uses these superpowers:

- "Face of the guild" to others
- Welcoming & approachable
- Handles the unexpected with grace
- Delegates to others to avoid burnout



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VICE-PRESIDENT

(actively recruiting!)

Responsible for:

- Serve as the back-up person for the President
- Co-run monthly board meetings
- Gain skills to be able to serve as President the next year

Uses these superpowers:

- Learn how the board works
- Welcoming & approachable
- Handles the unexpected with grace
- Delegates to others to avoid burnout



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TREASURER

(Liz Chesebrough is running)

Responsible for:

- Maintain financial records
- Provide budget report at guild meeting (quarterly)
- Reconcile PayPal payments
- Reimburse expenses (PayPal or by check)
- File Tax information annually

Uses these superpowers:

- Loves the details
- Great follow through
- Excel is your friend



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SECRETARY

Responsible for:

- Take meeting minutes
- Post meeting minutes to website
- Post meeting minutes to MQG Circle
- Meeting recap blog post

Uses these superpowers:

- Loves the details
- Great follow through

(actively recruiting!)



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VICE-PRESIDENT MEMBERSHIP

Responsible for:

- Verify membership payments
- Maintain list of active members
- Maintain guild roster on MQG site
- Maintain guild membership directory
- Handle sign-in sheets (when meeting in person)
- Distribute member pins and nametag logos

Uses these superpowers:

- Is a "people-person"
- Loves to engage with new members
- Social connector
- Organized and likes spreadsheets

(actively recruiting!)



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VICE-PRESIDENT PROGRAMS (CAN BE 2 PEOPLE)

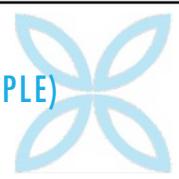
Responsible for:

- Reach out to potential instructors
- Determine pricing for workshops
- Handle contracts with instructors and venues
- Manage the calendar for workshops
- Choose content of programs to match guild interest
- Manage workshop registration
- Send out supply lists and reminders
- Attend workshops-free of charge
- Recruit others for set up/takedown
- Contract and plan Weekend and Day Retreats
- Set up Sew-Ins

Uses these superpowers:

- Technically savvy
- Great with details
- Flexible with last-minute changes
- Fearless to engage with new people
- Can represent the guild to others
- Has visionary approach to think many months out

(actively recruiting!)



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COMMUNICATIONS DIRECTOR (CAN BE 2 PEOPLE)

Responsible for:

- Prepare and post meeting reminders, meeting follow-ups, and other standard communications to our blog
- Post meeting/event graphics to Instagram/Facebook
- Share the blog posts to Facebook
- Reposting member quilts/photos to our IG/FB accounts
- Manage the online guild activities calendar

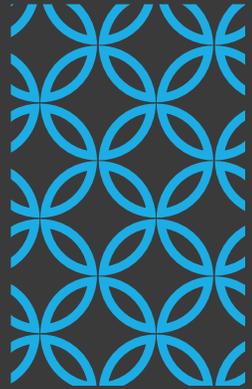
Uses these superpowers:

- Can be the "voice of the guild"
- Always finds something positive to highlight
- Technically savvy to post on multiple formats (email, blog, IG, FB, etc)

(Julia Wachs & Minnie Lai are running together)



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Does one of these roles sound like you?

Let Maggie know you want to run:
MaggieGrate@comcast.net
by Sept 16

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