

Quilts of Valor Committee				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
Varies	1 year	Varies	NO	11/2017

Purpose

The Quilts of Valor Committee is responsible for one of the major community service projects of Lincoln Quilters Guild. Members of the Committee make quilts to honor those who have previously served or who currently serve in the United States Armed Forces.

Process for Adding New Members

Membership in the Quilts of Valor Committee is completely voluntary. Members may join and leave as they choose. One (1) committee member serves as the Committee Chair.

Duties of Committee Members

1. Assist with construction and completion of donation quilts.

Duties of Committee Chair

1. Organize quilting sessions throughout the year.
2. Keep an accurate record of donation quilts distributed to QOV recipients (either directly or through military installations or organizations). Provide a written report to the LQG Secretary at the end of the year. This report should include the following information:
 - a. Number of quilts completed and donated.
 - b. Number of LQG members participating, including names of dedicated individuals and small groups.
3. Provide information to LQG members about meeting times for quilting sessions, news of quilt distributions, special donations, etc. Provide this information to the Digital Committee Chair for inclusion on the LQG website.
4. Let small groups/membership know of the needs of the Quilts of Valor Committee, such as a need for more helpers at certain times; need for donation of material, notions, or batting; need for quilting; etc.
5. When using Guild monies, purchase consumable supplies only (no furnishings, for instance) for construction/completion of Quilts of Valor. This would include: fabric, batting, thread, etc. The exception to this provision would be re-usable signs (vinyl, fabric, or otherwise). All purchases should be properly documented for the LQG Treasurer.
6. Submit annual budget request to Board and Treasurer in accordance with Guild timing guidelines. Operate within the budgeted amount.
7. No shelves are designated for storage QOV supplies in the Resource Room. Any consumable supplies must be stored at the home(s) of the Committee Chair and/or Committee Members.
8. No awards are given to individuals who donate supplies; donate completed blocks, tops, or quilts; and/or provide quilting services. A general "thank you" to all who help is sufficient. An individual may request a donation receipt that can be used for tax purposes.
9. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
10. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

*Enjoy your work on this committee. Your enthusiasm carries over to others!
Thank you for serving Lincoln Quilters Guild!*