

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: RETREATS COORDINATOR

TERM: 2 years

This position will entail the coordination and overseeing of the execution of all Retreats sponsored by the Guild. A sub committee for each type of retreat is advised. Retreats should be roughly self-sustaining. They should neither bring in profits nor should they cost the Guild any monies.

1. Identify sites of the retreats.
2. Negotiate a reasonable and affordable price for the session and set dates for each session.
3. Determine if prizes and gifts shall be part of the retreat and then price the individual fee accordingly to all for this.
4. Submit a budget for the retreat, collect and keep track of monies, settle accounts payable, purchase necessary items and reconcile budget quickly after the event.
5. Advertise upcoming retreats to the Guild to generate interest in such and generate a roster of attendees; keep a waiting list if possible so the total attendance is always met.
6. Be the liaison for communications with the retreat site.
7. Either attend or have sub committee attend retreat to set the tone for the retreat and handle problems or emergencies.
8. Attend monthly Board meetings.
9. Keep an accurate record of expenses.
10. Present a budget to the Treasurer for your position/committee for the following year by August first.

Written 2006