

Duties of the TBQ Guild Birthday Drawing Chair

The Birthday Drawing Chair:

- each month, reminds those having a birthday to bring their wrapped quilt-related items (minimum value \$10)
- sets up the birthday drawing table prior to the monthly membership meeting
- takes the basket of ticket stubs to the President after the break, informs her of the number of gifts available, and passes out the gifts, along with helpers, to the winners
- gives the money raised by the drawing to the Treasurer by the end of the meeting
- provides reminder notices to the Webmaster to post on line for those members who have birthdays that month
- provides some alternate gifts to be drawn in the months where there are only a few gifts (see notes)
- submits completed 'Request for Reimbursement' forms, along with the receipts to the treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Chair should arrive early enough on meeting days to allow time to set up the raffle table before most members arrive.
2. For a variety of reasons, in some months there are only a few gifts. Options for that occurrence include: a gift certificate for a free workshop, an item from the company store, etc. Chair should keep an extra supply of tissue and gift bags for wrapping these last-minute items.
3. A quilt or tablecloth and signage should be used to bring attention to the table.
4. Notifying the birthday ladies can be done by email or by phone for those who do not have access to email.
5. The chair should keep a record of income and expenses for the year-end report to the President.