

### Brunswick Quilters Program Coordinator's Position Description

1. The Program Coordinator is responsible for scheduling the monthly membership ("sit and sew" day) in cooperation with the Education and Outreach board members. Dates needed by the Education board member(s) take priority. This can require flexibility as the Education coordinator(s) may need to schedule an instructor on a day previously earmarked for something else.
2. The Program Coordinator should work with the Outreach board member(s) next to determine which membership meetings they would like to fulfill their needs. In the past membership meetings have also been used to create walker bags, pillow cases, and baby quilts for Outreach.
3. A fifteen to twenty minute quilt related demonstration after a business meeting can be scheduled but is not required monthly. The demonstration may be conducted by the Program Coordinator or any guild member.
4. Generally, the July membership meeting is reserved by veterans' quilts coordinator(s). August's membership meeting has been used by Outreach to construct Christmas stockings for charity. There is no September meeting because of the Brunswick Quilter's University (BQU). October's meeting can be used to stuff the Christmas stockings.
5. Normally there are no membership meetings in November or December due to the holidays.
6. Open sew membership meeting days at which members sew anything they like or are working on are also popular.
7. The Program Coordinator is given a key to the church which opens the church door, the main storage closet and the maintenance storage closet. The Program Coordinator is also give the key to the main storage closet's metal cabinet. If possible the coordinator may open and close the church and cabinet. The church hall floor should be vacuumed (using the vacuum from the maintenance storage closet) before leaving the membership meeting. Any member of the guild may help with the vacuuming.