

Guidelines for Regional Directors, Officers of Wy. State Quilt Guild Compiled July 2010 by Donna Weeden

The state is divided into 5 regions. A Regional Director is voted in at Quilt Wyoming to serve the counties in her region. She has been nominated by a member, sent in a resume and elected by the whole state.

The duties of each regional director are to be the liaison between state members and prospective members and WSQG. She is responsible to be involved in planning an event/happening, deliver purchased books to county libraries, keep track of all quilt stands, write an article for each issue of Patchwords and keep the web-mistress aware of events, changes in quilt stores and guilds in her region. At each QW she also gives a report at the meeting on Sunday morning about events and happenings of the year.

Educational Event or Happening:

- * During her 2 year term each regional director is responsible to plan, organize, orchestrate, or be involved in some capacity, an educational quilting function in her region. It is recommended to schedule an event every year.
- * The term, "event/happening," can be anything that the regional members would enjoy such as; retreats, classes, demonstrations, shows or speakers.
- * In planning the event/happening, priority should be given to members in the region. However, prospective members may attend to increase the WSQG membership. At the event/happening participants must be given the opportunity to join WSQG.
- * WSQG provides funds yearly for each region. The regional director or the organizer of the event applies for these funds by filling out a request form. The regional director presents the request to the board for approval. It will be voted on. The money amount fluctuates from year to year. Each region is allocated an amount, if that amount is not used or requested by May 15, other regions may use the money pending board approval.
- * All event/happenings must be advertised in Patchwords and on the WSQG web site for at-least two months before the date of the event. It is better if it appears in 2 issues of Patchwords. Patchwords allows the event/happening to have a 1/2 page advertisement in two consecutive issues. A contact name and number should always be given. A copy of the information about the event/happening should be sent to the web-mistress so she can post it on the web.
- * WSQG must be given recognition in all advertisements and invitations.
- * The money given to the regional director for the event/happening must be spent on teachers, renting class space, stamps, envelopes, invitations, etc. Money cannot be spent on food or door prizes.

* Within two (2) months after the event/happening is concluded, the regional director must send receipts and a thorough treasury report to all of the elected officers. She needs to make a copy of all receipts to be added to the regional directors notebook. Address labels are available from the membership person.

Library Books:

Each year WSQG purchases library books for the county libraries. At QW the regional director receives the books from the Library Chair-lady. If she is unable to deliver the books due to distance, the regional director may choose a responsible person to deliver them to libraries in their area.

Quilt Stands:

WSQG purchases quilt stands for the regions to use. These stands need to be brought to QW each year for inspection. Each region has a designated number of stands and the regional director needs to keep a record of them. Stands can be distributed throughout the region with responsible persons for easier access to more members. The regional director has a check out form. The people borrowing them need to sign and return them to the specified person within a reasonable time frame.

Patchwords News Article:

Each regional director writes a news article about quilt happenings in her region, six times a year. The articles are due on the 10th of the odd number months. The Patchwords is published on the even number months. The articles are sent to the Patchwords Editor via e-mail.

Web-Site Up-dates:

The regional director should inform the web-mistress of changes in quilt stores, new quilt guilds or changes in meeting places or times, quilt shows. Anything that is of interest to the WSQG membership may be submitted to the web mistress for publication on the web page.

Quilt Wyoming in your Region:

At least three years before a Quilt Wyoming in your region, the regional director is responsible for arranging an organizational meeting. She is to acquire a meeting place and send out invitations to all WSQG members in her region. The chair-person for the QW will be chosen at this meeting. The director presents the QW planning book to the chair-person.