



Charity Chairperson shall:

1. Responsible for locating and establishing a relationship with a local charity organization on behalf of the IEMQG
 - a. Coordinate communication with the designated charity's point of contact
 - i. Communicate charity's current need or specifications for donated items to the Executive Board and the Guild's General Membership
 - ii. Serve as a conduit between the Guild and the designated charity regarding drop-off of quilts/items
 - iii. Relay donation-specific information as it relates to items such as materials to be used, pre-washing or size requirements
 - b. Maintain a list of charity items received in the logbook for the Guild
 - i. Provide a donation receipt to guild members as requested
 - c. May be asked to share updates and/or details relating to the designated charity organization with the guild on a periodic basis
2. Encouraged to attend monthly Executive Board meetings when possible

Estimated Time Monthly: 1.5 Hours