### Community Service Officer

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

DESCRIPTION:

The Community Service Officer reviews all requests for contributions and community service projects for TQG, Inc. The Community Service Officer coordinates Guild participation in community activities

DUTIES:

The Community Service Officer has familiarity with all of the following: TQG, Inc. Constitution, By-Laws, Policies and Procedures, internal controls, and this job description.

The Community Service Officer attends all TQG, Inc. Executive Board Meetings. If attendance is not possible, the Community Service Officer must notify the President prior to the meeting and provide a knowledgeable substitute or a written report of prior month’s activities if appropriate.

The Community Service Officer attends both Day and Night Chapter monthly meetings if at all possible.

The Community Service Officer receives and reviews all written or verbal request for participation (either monetary or time) in community service projects, i.e. Linus Quilts, Quilts of Valor, AIDS Baby Quilts, Battered Women Quilts, etc.

The Community Service Officer makes the Executive Board aware of all inquiries. No commitment should be made without prior approval of the TQG Exec Board.

The Community Service Officer presents suggestions for participation, for those projects feasible, to the Executive Board for approval. The presentation should include all funding required, the number of volunteers needed, and any and all specifics required to complete the project. All community service work should be conducted with the Executive Board’s approval.

The Community Service Officer ensures that all service projects are quilt-related.

The Community Service Officer responds to all requests for donations, public quilting demonstrations, or community service projects. A follow-up letter or form provided is sent to each requester advising them of our acceptance/decline. The Community Service Officer makes arrangements with the requester regarding number of participants, parking, and admission tickets.

The Community Service Officer maintains a file of names and addresses of charitable organizations contacted in regard to community service projects.

The Community Service Officer coordinates workshops, secures volunteers, and oversees committees, when needed, to complete projects on the preset completion date.

The Community Service Officer maintains inventory records of fabrics and other remaining materials donated or purchased for community service projects.

The Community Service Officer should appoint, with the Executive Board’s approval, a liaison with the organization should the charity become an ongoing relationship.

The Community Service Officer collects and distributes completed projects to the requester in a timely manner.

The Community Service Officer prepares announcements for the membership concerning community service projects through the monthly TQG newsletter, web page, or announcements at the Chapter meetings. If the Community Service Officer cannot make announcements at the monthly chapter meetings, she will make arrangements with the Chapter Coordinators for the announcements to be made.

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.