

RULES OF GOVERNANCE FOR QUILT ACADEMY

Approved 1/9/2017

QUILT ACADEMY:

- Recruit members for working at Quilt Academy
- Oversee Quilt Academy committees
- The purpose of Quilt Academy is to increase the knowledge and skills of quilters through classes and lectures.
- The Quilt Academy board will consist of the following positions: Chairperson, Secretary, Vendors/workshops, Publicity, Hospitality, Registration and Food Committee.

CHAIRPERSON

Oversees the Quilt Academy Board meetings.

- Recruits members for working at Quilt Academy
- Oversees Quilt Academy committees
- Creates a yearly budget for Quilt Academy to be submitted to the executive board before the October meeting.
- Approve all financial transactions for reimbursement from the Quilt Academy Board
- Creates a financial report for the executive board treasurer post Academy.

SECRETARY

- Records minutes of all Quilt Academy board meetings
- Maintains a Quilt Academy calendar
- Maintains Quilt Academy correspondence
- Maintains Quilt Academy files

VENDORS

- locate vendors/presenters for Quilt Academy
- work with vendors/presenters to set up exhibit for Quilt Academy
- work with presenters

REGISTRATION

- Collect the returned registration forms
- Assigns attendees to their chosen workshop primary or secondary choice
- Gather together all registration materials

HOSPITALITY

- Coordinates door prizes
- Organizes the quilt challenge including displaying the quilts

FOOD

- Provides budget to Quilt Academy chairperson
- Provides lunch for all attendees

PUBLICITY

- Publicizes Quilt Academy
- Creates registration form

- Handles all printing needs for Quilt Academy

REFUND POLICY

- Follows the Lodi Valley Quilt Guild's refund policy.

VENDOR REQUIREMENTS

- Vendors at Quilt Academy are required to offer a quilt class
- Vendors will work with the Vendor Committee to determine the class