

## ACTIVITY CHAIR

### **DESCRIPTION:**

The Activity Chair oversees activities of the monthly meeting for all volunteer positions. This position is a liaison between volunteer activities and the voting board.

The volunteers that report to the Activity Chair are as follows:

- Birthday Club
- Block of the Month
- Community Service
- Quilt Challenge
- Quilt Show Chairs
- Resolutions Quilts
- Retreat Coordinator(s)
- Secret Sisters
- Small Groups Coordinator
- Sunshine & Shadows
- Web Mistress

### **RESPONSIBILITIES:**

This position is responsible for:

- Acting in place of, or finding a substitute for, any volunteer not in attendance at the monthly meeting
- Updating and maintaining WOW Activities job descriptions for reference
- Filling committee chair and volunteer positions for the following year
- Attending all executive and monthly guild meetings.