



Tasmanian Quilting Guild

BY LAWS

Adopted/Amended

1	PRIVILEGES OF MEMBERSHIP	Adopted 17 September 2006 Updated and adopted 18 June 2022
2	MEETING PROCEDURES	Adopted 17 September 2005 Updated and adopted 18 June 2022
3	DUTIES OF THE COMMITTEE OF MANAGEMENT	Adopted 17 September 2005 Updated and adopted 18 June 2022
4	FINANCE	Adopted 17 September 2005 Updated and adopted 18 June 2022
5	REIMBURSEMENT OF TRAVEL 5.2 Amended Dec 2008 5.2 Amended March 2011	Adopted 17 September 2005 Updated and adopted 18 June 2022
6	EXHIBITION	Adopted 18 March 2006 Updated and adopted 18 June 2022
7	EXHIBITION SPONSORSHIP	Adopted 18 March 2006 Updated and adopted 18 June 2022
8	PREPARING AND ISSUING COMMUNICATIONS	Adopted 19 June 2008 Updated and adopted 18 June 2022
9	VALUATION	Adopted 19 June 2008 Updated and adopted 18 June 2022

Tasmanian Quilting Guild Inc.

By Laws

1. PRIVILEGES OF MEMBERSHIP

- (1) A financial member of the Guild is entitled to:
 - a) exhibit quilted items in Guild Exhibitions subject to the criteria of the exhibition determined by the Exhibition Committee;
 - b) attend workshops, retreats or any other function organised by the Guild at members' rates; and
 - c) advertise commercial activities in the Guild newsletter at members' rates.
- (2) A financial Affiliated Group Member of the Guild is entitled to:
 - a) enter one quilt in the Guild Exhibition, which may be
 - (i) a collaborative by the group or
 - (ii) *made by an individual member of that group*but this quilt is not eligible for the best of show award;
 - b) nominate one member of the group to attend Guild workshops at the same fee as individual members; and
 - c) be promoted by the Guild.
- 3(i) A financial Junior Member is entitled to
 - a) exhibit quilted items in Guild Exhibitions subject to the criteria of the exhibition determined by the Exhibition Committee; and
 - b) attend workshops at the same fee as individual members.
- 3(ii) A financial Junior Member is not entitled to
 - a) hold office; or
 - b) attend adult retreats.

Tasmanian Quilting Guild Inc.

By Laws

2. MEETING PROCEDURES

1) ORDINARY GENERAL MEETINGS

- a) Receive Minutes of previous General Meeting
- b) The President presents the Executive's Report
- c) Receive Treasurer's Report and Financial Statement
- d) Correspondence – Inward and Outward
- e) Newsletter Editor's Report where required
- f) Workshop Convenor's Report where required
- g) Area Representatives' Reports where required
- h) Sub-Committee Reports where required
- i) Motions of which notice has been given
- j) Any other business

2. EXECUTIVE MEETINGS

- a) Receive minutes of previous meeting
- b) President's Report
- c) Ratification of decisions made since last meeting
- d) Correspondence – inwards and outwards
- e) Treasurer's report and financial statement
- f) Newsletter Editor's Report
- g) Workshop Convenor's report
- h) Sub-Committee reports
- i) General business

3) SUB COMMITTEE MEETINGS

- a) Receive minutes of previous meeting
- b) Chairperson's report
- c) Cashier's report and financial statement if appropriate
- d) Correspondence – inward and outwards if appropriate
- e) General business

Tasmanian Quilting Guild Inc.

By Laws

3. DUTIES OF THE COMMITTEE OF MANAGEMENT

1) The President

- a) Shall preside at all Meetings of the Guild and Executive Committee.
- b) Shall present the Annual Report at the Annual General Meeting.
- c) Shall present the Executive report at Ordinary General Meetings
- d) Shall have a deliberative vote, but not a casting vote at all General Meetings of the Guild and Committee of Management. Should the voting be equal, the question shall be decided in the negative.
- e) In the event of a ballot for the election of an Office Bearer being equal, the President shall have a casting vote.
- f) Shall be an ex-officio member with full voting rights on all Sub-Committees and Ad Hoc Committees of the Guild.
- e) Shall keep a record of all correspondence as prescribed by the By Laws.
- g) Initiate and oversee the recruitment and induction of new officers ensuring that they are advised in a timely fashion of their roles and responsibilities in accordance with the constitution and bylaws.

2) The Vice President

- a) Shall in the absence of the President from any meeting of the Guild or Committee of Management, preside with all the powers of the President.
- b) Shall when requested by the President, act on the President's behalf with all the President's powers.
- c) Shall act on behalf of the President with all the powers of the President if, for any unforeseen reason the President is unable to attend to her duties.
- d) Shall keep a record of all correspondence as prescribed by the By Laws.
- e) Oversee and manage membership recruitment and induction

3) The Secretary

- a) Shall record the minutes of all proceedings of meetings and keep a register of those present at such meetings.
- b) Shall keep a record of all correspondence as prescribed by the By Laws.
- c) Shall keep a petty cash book as prescribed by the By Laws.
- d) Shall keep under her control all books, documents and securities of the Guild.
- e) Shall perform all other duties usually connected with the office of Secretary.
- f) Shall perform all duties connected with the office of Public Officer.

4) The Treasurer

- a) Shall keep a register of the names and addresses of all members of the Guild.
- b) Shall collect and receive all monies payable to the Guild.
- c) Shall issue all receipts.
- d) Shall pay all accounts authorised by the Committee or by the members at meetings.
- e) Shall attend to all banking.
- f) Shall keep all the accounting records of the Guild.
- g) Shall prepare and submit a Statement of Income & Expenditure (Profit and Loss report) at each meeting (i.e. both General and Executive).
- h) Shall present a report and audited financial Statement and Balance Sheet at the Annual General Meeting.
- i) Shall receive joining fees and issue receipts and copies of the Constitution to new members in accordance with sub-rule 1 and 2 under Rule 33.
- j) Shall keep an assets register of property belonging to the Guild.
- k) Shall be a member of the Exhibition Committee and report on the Exhibition finances at each meeting of the Exhibition Committee and each meeting of the Committee of Management.

5)A Area Representatives

- a) Shall liaise with the quilting groups within their area and endeavour to visit each group at least once a year.
- b) Shall contact new members when they join and welcome them to the Guild.

- c) Shall report to the Executive meetings on any event or concerns for their area.
- d) Shall give a brief report to the General meetings on any events that will occur in their area and shall provide a detailed report to the Newsletter of any events that have occurred or will occur in their area.
- e) Shall assist at General meetings and Friendship Day by:
 - (i) helping to sell raffle tickets,
 - (ii) assisting with Show and Tell, and
 - (iii) identifying and welcoming visitors and new members; making sure they are introduced to a group of members if they have arrived alone.
- f) Shall assist the Workshop Convenor by:
 - (i) locating and booking suitable locations for workshops.
 - (ii) organising the collection and return of keys for the workshop venue,
 - (iii) ensuring tea, coffee, etc are available for workshops;
 - (iv) ensuring the location is warm in winter and cool in summer; and
 - (v) organising a billet for tutors where necessary.
- g) Shall distribute any Guild printed matter in their area.
- h) Shall assist the Exhibition Committee with the pick-up and delivery of quilts
- i) Shall organise a bus to the Guild Friendship Day, if feasible, and invite non members to travel on bus.

5)B Northern Area Representative

- a) Shall keep a petty cash book as prescribed by the By Laws.
- b) Shall prepare for meeting raffles by:
 - (i) taking raffle books, change (float of \$20), tin, pens and a receptacle for the raffle draw; and
 - (ii) taking a sign detailing the cost of the raffle.
- c) Shall sell the raffle tickets and take responsibility of the money until after the draw at the end of the meeting
- d) Shall count the money during the meeting, notify the President of the final figure and hand the proceeds to the Treasurer.
- e) Shall store the urn, membership board etc and bring these items to the meetings
- f) Shall undertake the duties of opening up the Hall and closing it at the end of the meeting should there be no other person available.
- g) Manage the Guild's Meeting resources and storage cupboard including:
 - (i) catering consumables
 - (ii) multimedia equipment
 - (iii) signage, printed material
 - (iv) organise annual stocktake of assets and advise requirements as part of Guild asset planning

6) Newsletter Editor

- a) Shall publish and circulate among all members at least quarterly a newsletter in both electronic and print formats relating to –
 - (i) patchwork and quilting activities.
 - (ii) the Guild's activities.
- b) Coordinate printing and authorise the printer invoices.
- c) Shall deposit an electronic copy of each issue of the Newsletter at the State Library of Tasmania and the National Library of Australia as required by the State and Federal Legal Deposit Acts.
- d) Shall deposit electronic copies of the newsletter with the Guild Historian.
- e) Shall send electronic copies of the newsletter to each of the State Guilds and other non-profit quilting organisations as appropriate
- f) Shall keep a record of all correspondence as prescribed by the By Laws.

7) Workshop Convenor

- a) Shall organise and promote annual program of workshops for members.
 - i) draft text, information for promotions incl. Social media and enews
 - ii) distribute materials list where appropriate
- b) Shall prepare a written budget for all workshops and major activities for approval by the Committee of Management.
- c) Shall negotiate with tutors the fee, accommodation, travel and other arrangements.

- d) Shall keep a petty cash book as prescribed by the By Laws.
- e) Shall keep a record of all correspondence as prescribed by the By Laws.

8) Exhibition Convenor

- a) Co-ordinate the organisation and running of Guild Island Quilts Exhibition.
- b) Shall preside at all meetings of the Exhibition Committee.
- c) Shall liaise with major sponsors and organisers.
- d) Shall report to the Committee of Management as required.
- e) Shall co-opt Guild members to the Exhibition Committee as required.
- f) Oversee, manage and update the Exhibition & Convenor's Manual

9) Website Manager

- a) Co-ordinate the development and running of the Guild website by overseeing
 - i) the functionality and performance of the website
 - ii) improving user experience of the website
 - iii) Facilitate website hosting and server management
 - iv) Liaise with technical support to trouble shoot problems
 - v) Monitor compliance with laws and regulations and advice on best industry practice
 - vi) Manage licences, permissions and passwords for the website
- b) Develop and update website content
 - i) Annually review and update general information pages
 - ii) Coordinate the posting of annual Island Quilts online entry and exhibition
 - iii) Post Guild Events and Calendar information as advised by Committees and convenors
 - iv) Commission and post features on members and guild operations
 - v) Post and manage the Island Threads archive pages
 - vi) Post and manage the Meetings minutes archive pages
- c) Oversee the interconnectivity of the Guilds social media channels- website, enews, Facebook and Instagram accounts
- d) Shall report to the Committee of Management as required

10) Digital News Coordinator

- a) Distribute event and operational news to members via a monthly enews post related to
 - i) Guild meetings, workshops and events
 - ii) Affiliated groups' events
 - iii) Confirming and posting links to appropriate website pages
- b) Post event and operational news to members via Facebook and Instagram
- c) Annually post sponsors' acknowledgement on Facebook in the lead up to Island Quilts

11) Retreat Convenor

- a) Organise and promote an annual retreat for members at Poatina
- b) Negotiate and book venue and liaise with venue managers
- c) Initiate and coordinate any program of support activities
- d) Draft message for promotions and enews
- e) Photograph venue, members and events for social media and the newsletter
- f) Coordinate bookings and advise participants of travel and accommodation requirements
- g) Meet and greet members at venue
- h) Shall keep a petty cash book as prescribed by the By Laws.
- i) Shall keep a record of all correspondence as prescribed by the By Laws.

12. Trader Liaison

- a) The Trader Liaison role is part of the Area Representatives team and needs to liaise with all the Area Representatives but, in particular, the Northern Area rep to ensure meeting set up etc.
- b) Act as first point of contact for traders.

- c) Maintain a current and updated list of shops and their contact details (liaise with membership secretary, website, and newsletter departments so details remain accurate across all fields)
- d) Ensure that in November/December each year all traders are invited to nominate to attend General Meetings for the following year with member traders receiving first priority.
- e) Ensure that traders are allocated to their nominated meetings as per the Trader Agreement and to provide reminders and obtain confirmation of attendance as per Trader Liaison guidelines.
- f) Promote traders via Guild social media channels prior to, and post, the General Meeting.
- g) Assist traders where necessary at meeting.
- h) Collect traders' donation to the raffle prizes for the General Meeting.

13. Membership Secretary

(Communications and reporting VP)

- a) Oversee the recruitment and induction of new members
 - i) Respond to all incoming new membership enquiries
 - ii) Distribute to new members information welcome letter, information pack and guild badge
 - iii) coordinate first meeting greeting
- b) Send out renewal reminder to all existing members at least one month before the end of the current financial year
- c) Oversee the membership database and provide reports to COM on membership trends
- d) Purchase and distribute membership badges

(Finance Treasurer)

- e) Accept and manage new and renewal membership payments and ensure that these are paid directly to the Guild bank account in a timely manner
- f) Ensure that all new applications are accompanied by a completed application form and the correct payment.

Tasmanian Quilting Guild Inc.

By Laws

4. FINANCE

1) PETTY CASH

- a) A Petty Cash float shall be issued to those officers who need one at the beginning of each financial year.
- b) Officers holding a petty cash float shall
 - keep a petty cash book and record of accounts and expenditure incurred
 - obtain receipts for all items purchased
- c) The treasurer will reimburse petty cash upon presentation of an itemised list and receipts for goods purchased.
- d) Items costing more than twenty-five dollars (\$25) are to be claimed directly from the Treasurer
- e) All records are to be sent to the Guild Treasurer by the end of each financial year for the Annual Audit

2) EXHIBITION FINANCES

- a) If the Guild Treasurer does not reside in the area where the Exhibition is to be held, the Exhibition Convenor appoints a Cashier who does live in the area.
- b) All monies from entry fees, sale of raffle tickets, etc are to go directly to Treasurer who is responsible for the receipting and banking of this money. Raffle tickets and entry forms are to go directly to the person responsible for these areas.
- c) All money is to be banked - no claims for reimbursement of expenses are to be paid out of cash received.
- d) Itemised invoices are to be obtained for all goods and/or services
- e) Any expenditure over budget allocations must be approved by the Committee of Management.

3) WORKSHOPS

- a) Participants shall be required to pay the deposit and balance within the time period stipulated by the Workshop Convenor.
- b) If the workshop is cancelled a portion of the fee may be non-refundable depending upon the cancellation policy of the tutor.
- c) A portion of the deposit will be non-refundable if a participant withdraws from a workshop after the closing date of enrolments.
- d) Receipts are to be obtained for all items purchased with petty cash.
- e) The refund policy will be at the discretion of the Committee of Management if a person is unable to attend a workshop due to illness etc.
- f) Participants who can attend only one day out of a two-day workshop will be allowed to do so subject to the approval of the tutor. Such participants will only be able to attend the workshop if there are vacancies. The amount payable will be sixty percent (60%) of the full fee.

Tasmanian Quilting Guild Inc.

By Laws

5. REIMBURSEMENT OF TRAVEL

- 1) The Guild will reimburse members' travelling expenses provide they travel more than 50 kilometres in total on one occasion on Guild business.
- 2) Members' travelling expenses will be reimbursed at the rate agreed at the Annual General meeting annually.
- 3) The Guild will pay travelling expenses for one car travelling from a region (North, Northwest, South). The first 50 kilometres of a round trip will not be reimbursed by the Guild.
- 4) Travel expenses will be paid to members travelling to:
 - a) Executive meetings
 - b) Exhibition meetings
 - c) Sub-committee meetings
 - d) Official appraisal training days
 - e) Transport workshop tutors or other quilters invited by the Guild
 - f) Represent the Guild at outside functions, provided they have been appointed to do so by the members at a General Meeting or by the Executive Committee.
- 5) Travelling expenses will not be paid to members travelling to:
 - a) General Meetings
 - b) Guild Exhibitions
 - c) Guild Retreats
 - d) Craft Fairs
 - e) Transport workshop tutors to and from workshops if they are doing the workshop
- 6) Claims for reimbursement for travelling expenses are to be made within three months of the date on which the travel occurred.
- 7) Members must indicate to the Chairman of the meeting on the day whether or not they intend to claim travel expenses.
- 8) It is left to the discretion of the Treasurer, in consultation with the President, the proportion to be paid if a member combines the Guild business trip with personal activities.

Tasmanian Quilting Guild Inc.

By Laws

6. EXHIBITION

- (1) The Exhibition Committee is responsible for the overall organisation and running of the exhibition which includes areas such as:
 - a) Developing and managing the Exhibition Budget
 - b) Management of entries
 - c) Judging
 - d) Liaising with major presenting sponsor - -Craft Alive
 - e) Marketing and promotion including social media
 - f) Design
 - g) Quilt hostesses and volunteers
 - h) Trade table
 - i) Demonstrations
 - j) Photography and On-line exhibition
 - k) Quilt Raffle and fundraising such as grant applications
 - l) Following Finance By-Law 4 (2) for Exhibition Finances
 - m) Following Sponsorship Bylaws
- (2) Decisions by the Exhibition Committee on the following areas to be endorsed by the Tasmanian Quilting Guild Management Committee
 - a) Exhibition categories
 - b) Conditions of entry
 - c) Exhibition theme for current year
 - d) Exhibition challenge for current year
 - e) Choice of judges
 - f) Sponsorship deals not covered by Sponsorship By-Laws
 - g) Contents of catalogue and USB
 - h) Selection and/or commissioning of the raffle quilt
- (3) The Tasmanian Quilting Guild Inc Management Committee is responsible for:
 - a) Approving and allocating the Exhibition Budget
 - b) Obtaining a gaming licence, if required, and printing the raffle tickets
 - c) Approving and signing all contractual arrangements e.g., with sponsors or funding bodies
 - d) Correspondence with dignitaries as invitations etc.
- (4) The area making the Raffle Quilt may coordinate the raffle if they wish to do so.
- (5) Copies of the Exhibition USB may be given to:
 - a) Judges
 - b) Major sponsors according to the Sponsorship Bylaws
 - c) Quilt Magazines for publicity purposes
 - d) Guild Historian
 - e) State Library of Tasmania
 - f) National Library of Australia
- (6) Members of the Exhibition Committee and Tasmanian Quilting Guild Inc Management Committee may purchase a USB at cost price

EXHIBITION SPONSORSHIP

- (7) (1) All sponsors will receive recognition :
 - a) through the Guild website in the online exhibition and through social media pages
 - b) the Guild magazine Island Threads

- c) the PowerPoint presentation at the Evening with the Judges
 - d) the Sponsor's display board at the entrance to the Exhibition
 - e) the awards presentation certificates
- (2) The Major sponsor BERNINA Australia and / or other funders e.g. grants will receive recognition as per their individual negotiated contracts.

Tasmanian Quilting Guild Inc.

By Laws

7. PREPARING AND ISSUING COMMUNICATIONS

1) Introduction

- a) The only people authorised to issue correspondence on behalf of the Tasmanian Quilting Guild Inc. (TQG) are:
 - i) Members of the current TQG Inc Committee of Management
 - ii) Other TQG members appointed by the current TQG Inc Committee of Management and *its* Sub-Committees to undertake a particular task or project on behalf of TQG Inc.
- b) Definitions
 - i) "Correspondence" means any written communication by post, fax or email
 - ii) "Formal" correspondence is a business style communication
 - iii) "Informal" correspondence is a conversation between two (2) people in the style of a phone call

2) Formal Written/Printed Correspondence

- a) All posted correspondence written on behalf of TQG Inc is to be printed/written on the headed paper currently endorsed by the Committee of management or where it is attached and forwarded electronically must use the approved corresponding letter template.
- b) All correspondence is to be dated.
- c) All correspondence written is to be endorsed with the signature of the writer as well as printed name and the role held on behalf of TQG Inc.
e.g. *Mary Citizen*
Mary Citizen
Appraisal Committee Coordinator
Tasmanian Quilting Guild Inc
- d) All correspondence is to be endorsed with an individual identifying reference code.
e.g. AC: MC: 026/08

Committee	Person	Number of letter in financial year
AC	MC	026/09
Appraisal Committee	Mary Citizen	26 th letter in 07/09 financial year

Committee Codes	
Committee of Management (Executive)	CM
Exhibition Committee	EX
Appraisal Committee	AC
Constitution Committee	CC
Newsletter	NL
Website /social media	WS
Workshop	WK

The financial year begins on the 1st of July.

Correspondence from 1 July 2008 – 20th June 2009, should have /09 at the end

3) Formal Electronic Correspondence

- a) All emails are to be dated.
- b) All emails are to be endorsed with the signature/name of the writer as well as printed name and the role held on behalf of TQG

Adopted 18 June 2022

e.g. Mary Citizen
Valuation Committee Coordinator
Tasmanian Quilting Guild Inc

- c) All emails are to be endorsed with an individual identifying reference code (see 2(d) for codes). The same code can be used in all emails dealing with the same topic.

4) Informal Electronic Correspondence

- a) All emails are to be dated.
b) All emails are to be endorsed with the signature/name of the writer as well as printed name and the role held on behalf of TQG
e.g. Mary Citizen
Valuation Committee Coordinator
Tasmanian Quilting Guild Inc

5) Retention of Copies

- a) A copy should be made of all written/printed correspondence:
i) Original is to be sent to the recipient
ii) Copy is for the Secretary – this will be the official TQG copy and will be retained in the ‘archive’ for an appropriate period. This copy should be handed to the Secretary at the end of the financial year and archived.
iii) The writer may retain a copy to pass onto the next holder of that office.
b) Where the letter is a “multiple” copy letter (the same letter is sent to a number of recipients) it is not necessary to keep a copy of every letter but instead attach a list of the recipients to one copy of the letter.
c) It is not necessary to keep hard copy of formal electronic correspondence. All material, including correspondence, which you have on your computer should be backed up and stored electronically. These should be passed on to the Secretary when you change portfolios, leave the Executive Committee or relinquish a Subcommittee position.

6) Dropbox COMS and Subcommittee folders

- a) Members of the current TQG Inc Committee of Management, Exhibition Convenor and Managers of Subcommittees should file and manage the current year correspondence in the TQG Dropbox
b) Correspondence files to be removed and archived annually on hard drive, or on other electronic storage media and passed on to the Secretary when you change portfolios, leave the Executive Committee or relinquish a Subcommittee position.

Tasmanian Quilting Guild Inc.

By Laws

8. COLLECTION AND DISTRIBUTION OF MAIL

- 1) **Post Office Box Key**
 - a) Keys to the Post Office box are to be used only under the direction of the Committee of Management
 - b) Keys should be held by
 - i) Guild Secretary, who may pass it to a local office bearer
 - ii) Local Area Representative
- 2) All mail is to be posted to the post office box and redirected to the Secretary wherever she resides.
- 3) All mail is to be opened by the Secretary or an appointed assistant, date stamped, recorded in the Mail Book and redirected to the relevant persons. eg. Treasurer or President.
- 4) Mail should be forwarded at least once a week. This can be posted, faxed, or scanned and emailed depending on the urgency of the mail.
- 5) A summary of the contents of the letters *should be* emailed to the person to whom the mail is going to, telling them it is coming, the date posted and how many items.

Sample summary email

Subject line: Package No 1 to TQG Treasurer

Email content

Package No 1 to TQG Treasurer	Posted 2 July 2007	in two letters
Contents		
Membership	Lorraine Hyland	\$32 Cheque
Christmas	Lorraine Hyland	\$10 Cheque
Australia Post Account		
Receipt from Punchbowl		
- 6) Newsletters and magazines are held until a meeting and given to the Newsletter Editor.
- 7) In the absence/illness of the Secretary, a TQG Member to be appointed by the Executive to be responsible for the collection of mail.

Tasmanian Quilting Guild Inc.

By Laws

9. APPRAISAL

- (1) The Appraisal Sub-Committee shall consist of:
 - a) Appraisal Convenor
 - b) Minute Secretary
 - c) Appraisers
 - d) Appraisal Administrator, who is not an appraiser
- (2) **Responsibilities of the Sub-Committee**

The responsibilities of the Appraisal Sub-Committee are:

 - (a) the appraisal of quilts
 - (b) to issue the Appraisal Certificate with the appropriate signatures, those being
 - (i) the three Appraisers who assessed the quilt
 - (ii) the President and Secretary signed under the Seal
 - (c) to ensure the skills of the existing Appraisers are current
 - (d) to take on sufficient trainees to ensure an adequate number of Appraisers in each region
- (3) **Duties of the Appraisal Convenor**
 - (a) **Meeting Duties**
 - (i) Remind the Appraisal Sub-Committee members of the time and place of the next meeting.
 - (ii) Prepare an agenda for the Appraisal Sub-Committee meetings.
 - (iii) Distribute the agenda to Appraisal Sub-Committee members.
 - (iv) Conduct the meeting of the Appraisal Sub-Committee.
 - (v) Review the Minutes prepared by the Minute Secretary.
 - (vi) Report to the General Meeting of any matters concerning Appraisal.
 - (vii) Ensure the venue for the next meeting has been booked.
 - (b) **Other Duties**
 - (i) Prepare a report for the Committee of Management after each Appraisal Sub-Committee meeting, passing on any decisions or requests of the Appraisal Sub-Committee for approval of the Committee of Management.
 - (ii) Prepare reports for the Guild Newsletter after each Appraisal Sub-Committee meeting when circumstances require.
 - (iii) Liaise with the Appraisal Administrator on any matters relating to the appraisal of quilts.
 - (iv) Deal with any correspondence relating to the Appraisal Sub-Committee.
 - (v) Provide copies of any correspondence with external parties to the Guild Secretary.
 - (vi) Organise Appraisal and Training days.
 - (vii) Ensure dates for training days are set in advance and advertised in Newsletter.
- (4) **Duties of the Appraisal Administrator**
 - (a) **As you receive an application for a quilt to be valued**
 - (i) Notify the quilt owner that the application has been received, the date of the appraisal and the instructions of how to get the quilt to the appraisal. This can be done by letter or email.
 - (ii) Type as many details as you can onto the certificate which will be signed and dated at the appraisal. Do not put in size of quilt as this may not be correct; Appraisers will measure and you can fill this in from the Scribe's page on the day.

- (iii) Fill in details on each of the appraisal critique forms including a scanned photo of the quilt at the top of each page.
- (iv) Fill in as much detail as you can on Scribe's appraisal page (name of quiltmaker, name of quilt, date of appraisal).

(b) Before Appraisal day

- (i) Ensure that each quilt appraisal envelope contains one (1) Scribe's page, three (3) Appraisal critique forms and a quilt appraisal with name of quilt owner and title of quilt. Also include a copy of New Scale figures sheet as on occasion an appraiser may not have their copy at hand.
- (ii) Make sure original paperwork including photographs is also in each folder.

(c) After Appraisals

- (i) Type Appraisal critique from Scribe's page, insert a picture of the quilt in bottom right hand corner.
Use critique form with signature added.
- (ii) Hold copies of Appraisal certificate, critique, Scribe's page and original appraisal form for two (2) years.
- (iii) Post certificate and critique with photograph attached to quilt maker.
- (iv) Second photograph, copy of critique and copy of Appraisal Certificate are filed in the Appraisal Administrator's folder.

(5) Requirements to be met by Trained Appraisers

- (a) Appraisers should endeavour to attend the two Appraisals days each year
- (b) All office bearer positions and trainee positions shall be reviewed annually

(6) Criteria for Selecting Trainee Appraisers

- (a) Trainees:
 - (i) must be an active, financial member of the TQG by attending General Meetings as often as possible
 - (ii) need to be experienced, but not necessarily expert in all fields; have a good knowledge of patchwork and quilting and be familiar with a wide range of techniques
 - (iii) must submit an Expression of Interest with a CV, which will then be presented to the Appraisal Sub-Committee.
- (b) When there is a vacancy for a Trainee, selection shall be made by the Appraisal Sub-Committee. Applicants will be advised that they can only become a trainee Appraiser when a vacancy arises in their region.

(7) Training for Trainees

- (a) Trainees must attend the two training days each year, over 2 years
- (b) If one training day is missed, the time period could be extended by 6 months.
- (c) Upon completion of this training period, the Appraisal Sub-Committee will assess and review the trainee. The trainee will be endorsed by the Committee of Management.