

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
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New	Standard Operating Procedure for Raffle Quilt Coordinator of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Raffle Quilt Coordinator is responsible for all aspects of sales of the Guild's raffle quilts and facilitates the sales of raffle tickets from other guilds.</p> <p>Responsible for maintaining any assigned budget targets.</p> <p>The Raffle Quilt Coordinator is a member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board Committee Chair meetings when relevant.</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Raffle Quilt Coordinator	1.	Shall solicit members to sell Friendship's raffle quilt at organizations to which they belong and venues chosen by the Coordinator.
	2.	Shall schedule and coordinate selling Friendship's raffle quilt by volunteer members at various venues including procuring an opening bank from the Treasurer and distributing raffle tickets. Coordinates with Board to have adequate number of tickets printed.
	3.	Is aware of the location of the Guild's quilt stand and table cover.
	4.	Shall facilitate visits from other guilds wanting to sell raffle tickets at Friendship meetings, scheduling in coordination with the President and the Program Committee to avoid conflicts.
	5.	Shall coordinate the drawing of Friendship's Raffle Quilt winner and arrange to notify the winner.