



Gulf States Quilting Association

Policies and Procedures

Pursuit of Excellence Chairman

Policy Statement

The Pursuit of Excellence Chairman shall plan and coordinate educational classes for members to be held; inform members of these activities through Quilt Talk and at quarterly meetings and keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

Procedures/Standards and Roles & Responsibilities:

1. Secure the services of a capable teacher.
2. A \$50.00 donation/rental fee for POE classes may be authorized if needed because of the unavailability of free space.
3. Request expenses from the Treasurer by means of a voucher for teacher fee or for class materials not to exceed \$100.00 per quarterly meeting.
4. Attend POE as representative of GSQA and act as facilitator and teacher assistant
5. Keep record of classes offered.
6. Attend quarterly meetings or have a representative explain POE and give a report of upcoming classes.
7. Attend board meetings and give written report to all board members.
8. Give Newsletter Editor Articles for Quilt Talk.

Policy History

Original Date: June 2009

Reviewed: Mar 2016

Approved: June 2016