

7. Regional Representative Roles & Responsibilities

Reporting to the President and through the support of the Regional Coordinator (RC), Regional Representatives are the primary contact for quilters, quilt groups and quilt recipients.

Regional Representative Roles & Duties include but are not limited to:

- Representing the Society and its mission, by serving as an ambassador of the Society.
- Understanding the Society's mission.
- Being familiar with the Society's policies and procedures, the Society's website, and the duties of our executive positions.
- Retaining current executive contact information.

Representatives will:

- Use their assigned QOVC email address for all Society related email.
- Read and acknowledge Society email within two or three business days.
- Keep their respective Regional Coordinator (RC) up to date on matters relating to their area of responsibility.
- Assist in establishing the Society's annual budget, if requested.
- Attend the QOVC Annual General Meeting.
- Refrain from promoting religious or political opinions or their professional career or business **while representing QOVC.**
- Set an example of professional behavior **and dress at all times while representing QOVC.**

Required Skills:

- Strong communication skills, both oral and written.
- Strong people skills.
- Willingness to learn.
- Willingness to reach out within the community.
- Strong problem-solving skills.
- Strong organizational and management skills.
- The ability to motivate and encourage others.

- Computer skills, including word processing, email, spreadsheets, internet access and a willingness to gain proficiency in computer software as needed.

Responsibilities:

- As directed by the President, Vice Presidents and/or Regional Coordinator (RC), communicate the standards, policies and procedures of the Society in their region and organize a communication network within their geographic area of responsibility.
- Assist with fundraising efforts within their region.
- Represent the Society at public events such as quilt shows, quilt guild or other meetings, and by conducting presentation ceremonies.
- When appropriate, coordinate or help coordinate Society events within their region.
- Track and report monthly on the dashboard all QOV presented, QOV shipped to Transition Centres, QOV on hand and QOV in progress within their region.
- Fulfill in a timely manner requests for presentations of QOVs within their region.
- Coordinate, when possible, publicity about the Society's activities in their region.
- Report and submit financial donations received and submit expenses to the Society's Treasurer in accordance with procedures outlined by the Treasurer.
- Inform the Treasurer of donations given directly to the Society Representatives.

Resignation of Position

- You must notify your Regional Coordinator (RC) in writing, your intention to resign your position and the effective date of the resignation. The Regional Coordinator will then notify the Board, the Membership Coordinator, Google Support and the Webmaster to affect the cancellation of email and website access.
- Upon resigning from QOVC, all property owned by QOVC must be returned to your Regional Coordinator (RC) either in person or shipped by courier.

- Property includes, but is not limited to: monies owed to QOVC, quilts, tops, blocks, fabric, labels, batting, block kits, lists of recipients and quilters, banners, brochures, thank-you cards and pins.