

2020/2021 QGSA EXECUTIVE COMMITTEE ORGANISATIONAL STRUCTURE AND ROLES

	EXEC COMM PIVOTAL ROLES	CORE TEAMS	TASKS	TEAM MEMBERS
GUILD MEMBERS	<p>PRESIDENT Chris O'Brien</p> <p>TREASURER Keith Holland</p> <p>BANKER Jan Goulter</p> <p>MEMBERSHIP SECRETARY Margaret Sampson</p> <p><i>The Membership Secretary will email an updated membership database monthly to the following: Editor, Groups, Publicity, Workshops, Senior Leadership Team, Meeting Registrar, FoQ, Library</i></p> <p>FINANCE SUB-COMMITTEE President Treasurer Banker QE Rep FoQ Rep Insurance</p>	SENIOR LEADERSHIP: <i>PRESIDENT, VP(s), TREASURER, SECRETARY</i>	VICE PRESIDENT	Heather
			FINANCE MANAGEMENT	Keith, Jan
			QUILT AUSTRALIA	TEAM
			GRANTS AND SCHOLARSHIPS	TEAM
			LIFE MEMBERSHIP/SERVICE AWARDS	TEAM
			ROLES AND RESPONSIBILITIES	TEAM
			AGM	TEAM
		SECRETARIAT	SECRETARIAL DUTIES	Ann
			MAIL COLLECTION/DISTRIBUTION	Emilie
			REGISTRAR (records of LM, Service, Attendance etc)	Cindy
			ASSETS MANAGEMENT	Margaret
			PUBLIC OFFICER	Bron
			ARCHIVES	Candy
			GROUPS MANAGEMENT	INSURANCE
		GROUP MEMBERSHIP/INSURANCE		Margaret/Bron
		GROUPS LIAISON		Jane/Cindy
		COUNTRY FORUM		TEAM
		MEETINGS	REGISTRARS/DOOR LIST	Peggy/Emilie
			BURNSIDE LIAISON/ROOM SETUP	TEAM
			MERCHANTS LIAISON*	
			SPEAKERS/DEMONSTRATIONS	Jane, assisted by Heather
			COMMUNITY RAFFLE QUILT	Jo
			CATERING	Carolyn Thurtell
			GUILD RAFFLE	Dorothy
			MERCHANDISE	Jo
		LIBRARY		Michael, assisted by Christine, Helen, Jenny Bates
		EVENT MANAGEMENT	WORKSHOPS	Lisa, Chris M. Cindy
			MERCHANTS LIAISON*	TEAM
			SHOP HOPS	TEAM
			EXEC RETREAT	Heather
			GUILD TABLE AT FOQ	Heather
			SIT AND SEW DAYS	TEAM
			TRUNKSHOWS	TEAM
			PATCHES	COPY GATHERING/PUBLICITY
		EDITING/LAYOUT LIAISON		Bron
		PRINTER LIAISON		Bron
		PATCHES LABELS		Peggy
		PUBLICITY	SOCIAL MEDIA	Kathy
			I-PATCH	Chris O'Brien/Kathy
			WEBSITE MANAGEMENT	Kathy, Chris O'Brien, Christine, Margaret
COPY GATHERING	Kathy, Ros Holmes			
EDITING	Kathy			
DISSEMINATION	Kathy			
MERCHANTS LIAISON*	MEETINGS REP*			
	EVENTS REP*			
	FOQ REP			
	QE REP			

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GUILD MEMBERS	PRESIDENT Chris O'Brien	DARE TO DIFFER	MANAGEMENT	TEAM
			JURYING	"
			EXHIBITING	"
	TREASURER: Keith Holland	QUILT ENCOUNTER	MANAGEMENT	TEAM
			WORKSHOPS	"
			ACCOMMODATION	"
	BANKER: Jan Goulter	FESTIVAL OF QUILTS	MANAGEMENT	TEAM
			JUDGING	"
			EXHIBITING	"
	MEMBERSHIP SECRETARY Margaret Sampson	APPRAISAL PANEL	ADMINISTRATION	TEAM
			APPRAISING	"
			JUDGING PANEL	JUDGING
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			COMMUNITY PROJECTS	EVENTS MGT TEAM
			SOUTHERN COMFORTERS	Mary Heard/Kay Wilson
			QUILTS OF LOVE	Jill Clausen
			CLAYTONS COMMITTEE	AFFILIATED GROUP
			FLINDERS KIDS	Kay Lovell/Shirley Andrewartha
			TIGER TEAM	
	FINANCE SUB-COMMITTEE			
President				
Treasurer				
Banker				
QE Rep				
FoQ Rep				
Insurance Rep				

KEY ISSUES:

1. Each team member is to have a level of familiarity with other roles within their team and a preparedness to work together.
2. Within each team, succession needs to be a consideration. If a member is reaching tenure, the passing on of knowledge and skills is crucial.
3. Ideally each team should comprise of both newer and established members of the Exec.