

UMWC – Job Description
Needle Arts Sharing Section Chair/Co-Chair

Our section doesn't currently hold meetings. We maintain a connection to the University of Minnesota Hospitals by donating our needle arts creations.

The Chair/Co-Chair will do the following tasks:

- 1 – Lead planning for an information table at the Women's Club September Welcome event.
 - A – Plan for staffing, materials needed and signage
 - B – Provide a sign-up list for people interested in participating
 - C – Offer printed knit and crochet patterns if available, and suggested ideas
 - D – Retain the sign-up sheet, materials and table signage
- 2- Do follow up on the people who have signed the interested list at the Welcome event, and maintain a current email list for section communication.
- 3 – Inform people on the email list when donations will be taken to the U of M Hospital, and how they will be able to make their donations. Collections are often made at luncheons, or arrangements can be made to pick-up their items.
- 4 – Inform those on the email list of what items will be accepted & welcome at the Hospital, and necessary materials and size issues. Share information about patterns, especially for baby items.
- 5 – Maintain contact information for the U of M Hospital's Volunteer Office, where donations are brought. (Currently Jean Murray at the Hospital – Jean.Murray@Fairview.org)
- 6 – Contact the Hospital when we wish to arrange for the delivery of our donations. After making the delivery, email our members with the details of what has been donated.
- 7 – Inform the club president of any changes to our Needle Arts Sharing Section. Attend a Board meeting to report the change. Attend other board meetings when possible.
- 8 – Send an update of the Needle Arts Sharing page to the Directory Editor when requested in May or June.
- 9 – Send a written Annual Report electronically to the Historian, Recording Secretary and the President prior to the Joint Board Meeting.
- 10 – Update the Section Chair job description and send a copy to the Recording Secretary in June.

Reviewed 7/11/2023
Carole Senty