

Discover Nebraska Committee

# Members	Term	Meetings per Year	Required by By-Laws
1 Chair + many others	1 year	Determined by Committee	NO

Purpose:

Members of the Discover Nebraska Committee provide outreach to Lincoln elementary school students. They inform students about quilting, quilt history, and the history of the state of Nebraska.

Process for Adding New Members:

The Chair is selected/appointed by the LQG President. Anyone is welcome to serve as a Discover Nebraska volunteer. Volunteers must assist with several presentations prior to serving as a lead presenter.

Duties:

1. Chair contacts public and private schools in Lincoln and the surrounding area (4th grade teachers, Media Specialists/Social Studies Liaisons in each building) to offer Discover Nebraska presentations in early September. Chair maintains up-to-date email list as staff changes annually. Chair serves as the contact person to schedule presentations by email or telephone. Chair also sends reminders as needed to those who haven't yet scheduled (usually mid-January and early April).
2. Chair updates information on the Discover Nebraska website, working with Discover Nebraska Webmaster. The website is <http://www.discovernebraska.org/>
3. Chair updates website schedule page as each school is scheduled and volunteers recruited.
4. Chair recruits and trains presenters and classroom helpers.
5. Chair sends emails to volunteers asking for help to fill time slots for scheduled presentations.
6. Chair sends email reminders a week before each presentation to teachers and volunteers.
7. Chair packs suitcases with classroom materials prepared for each presentation. Chair inspects contents of suitcases and tote bag to make sure nothing has been left behind and all is in good condition. Chair makes sure that quilts and materials are taken to the "next" presenter.
8. Chair schedules workshops (2 each year) to prepare the classroom materials and update volunteers. With the school year overlapping 2 LQG fiscal years, the Chair purchase supplies for the entire school year in August or September, as in previous years.
9. Chair maintains and repairs donated Quilt collection, consulting with experts as needed.
10. Chair submits an annual budget request to the LQG Treasurer and ensures that Discover Nebraska operates within the designated budget.
11. Committee members make all decisions for your committee with the Board's concurrence. You do not have to answer to outside influences. If you encounter problems, please contact the LQG President.
12. The Chair provides a final report to be turned in at the November meeting. Submit one copy of the report to the President and include one copy in the Committee Folder to pass along to the next Discover Nebraska Committee.