International Quilt Museum (IQM) Liaison				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
1	1 year	None	NO	5/2026

Purpose

The IQM Liaison serves as an ambassador between the Lincoln Quilters Guild and the International Quilt Museum (IQM). The Liaison conveys relevant information from one organization to the other.

Process for Adding New Members

One (1) Liaison should be appointed each year. The Liaison is appointed by the LQG President, with suggestions made by the current Liaison.

Duties

1. The Liaison position should be filled by an individual who is active in both Lincoln Quilters Guild (LQG) and the International Quilt Museum (IQM).
2. At the beginning of each month that LQG has a meeting, the Liaison should contact the appropriate IQM staff member (Communications Coordinator) for information/special requests that need to be shared with LQG membership.
3. The Liaison will share the information at the LQG meeting in a concise report of two minutes or less.
4. A printed copy of the report should be submitted to the LQG Secretary at the meeting.
5. Information that can be shared effectively via electronic means (LQG website, Facebook, emails, etc.) should ***not*** be announced during the LQG meeting.
6. As needed, the Liaison shares responses and pertinent information with appropriate IQM staff and/or volunteers following LQG meetings.
7. Information from IQM to LQG should come through the Liaison or the LQG President. Scheduling of events and activities (with the exception of National Quilting Day) should be handled by the Liaison.

   NOTE: All information and reports regarding National Quilting Day (NQD) will be the responsibility of the LQG member who chairs NQD. The Liaison may choose to help with NQD, but such involvement is not part of the Liaison's responsibilities.
8. The Liaison is expected to arrive 45-60 minutes prior to the start of each LQG meeting.
9. The Liaison is responsible for staffing the IQM table prior to LQG meetings from approximately 6 p.m. until the Guild meeting begins at 7 p.m. Staffing the table includes laying out pertinent materials, being present to answer questions about the IQM, and promoting IQM exhibits and activities.

   If the Liaison is unable to be at a Guild meeting, a substitute should be found in advance to assume this responsibility.
10. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
11. When appropriate, the Liaison should submit any proposed changes to this position description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.