Small Quilt Group Coordinators				
# Members	**Term**	**Meetings/year**	**Required by LQG By-Laws**	**Last updated**
Varies	**1 year**	**Varies**	**NO**	**11/2026**

Purpose

Small Quilt Group Coordinators arrange opportunities for those who quilt or are interested in quilting to gather.

Process for Adding New Coordinators

Serving as a Small Quilt Group Coordinator is completely voluntary.

Anyone currently serving as a Small Quilt Group Coordinator may cease to do so at any time. However, that individual should either find a replacement Coordinator or inform the LQG President that the Small Quilt Group ceases to exist.

Anyone interested in creating and coordinating a new Small Quilt Group should contact the LQG President.

Duties of Coordinators

1. Arrange for meetings of the Small Quilt Group. Identify a meeting location, establish a meeting schedule, and communicate this information to the LQG President and the Digital Media Coordinators.
2. Any group designated as a Small Quilt Group of Lincoln Quilters Guild must be open to attendance by any interested individual. A closed quilt group with limited membership is not considered a LQG Small Quilt Group.
3. Each Small Quilt Group decides for itself how it will function -- including where it meets, how often it meets, what activities are included, what community service is performed (if any), etc.
4. In the event that a Small Quilt Group will deviate from its typical meeting location, date, or time, the Small Quilt Group Coordinator should communicate this information. The change should be provided to the President **in writing** prior to the LQG meeting. The change will then be announced at the LQG meeting and the information will be included in the meeting minutes.
5. 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.
6. When appropriate, the Chair should submit any proposed changes to this Committee to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.