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| ***NMQA Special Interest Groups Job Description***  ***Appointed*** | | |
| Primary Responsibilities | Calendar of Activities | Activity Detail |
| Maintain updated list of all Special Interest Groups  Direct individuals who are interested in joining a group to the appropriate group or assist in forming a new group. | Throughout the year | List to include meeting times and dates, and contact person for each group including phone number and email address of the contacts.  Encourage new members to seek out a Special Interest Group. |
| Provide current information to Roster Committee chair. | By Feb. 28 |  |
|  |  | Encourage Special Interest Groups to display their work at guild meetings on a special table as well as during show-and-tell sessions, including a short (5-minute) annual presentation about their groups and the quilting they do. |
| Communication | In March Quill | Publish the list of Special Interest Groups and their contacts in the Quill, Roster and on the website. |
|  | Ongoing | Email updates to groups when requested by the President. |
|  | October | Submit any budget requests to the NMQA Board of Directors. |