



# Policies & Procedures

*Human Resources*

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## Section 1 Target Audience

*Human Resources* was designed to encapsulate how the people are structured to accomplish the Mission of the Foundation. While each member should be familiar with all of the Policies and Procedures, the main audience for *Human Resources* contains Board of Directors, Executive Staff (paid and volunteer) and all Coordinators.

## Section 2 Evaluation of the Foundation

The Board of Directors, working with the Executive Director, representatives from the Executive Staff, State Coordinators and Group Leaders, will periodically evaluate and assess the direction of the Foundation to ensure the Foundation remains focused on its Mission. The Board of Directors may also request an evaluation from individuals or organizations outside the Foundation.

## Section 3 Board of Directors

The Board of Directors is made up of volunteers and is elected in accordance with the Foundation's bylaws. The official duties and powers of the Board of Directors are contained in the bylaws. A copy of the bylaws is available from the Executive Director. The functions and responsibilities of the Board of Directors include:

- A. Establishing the Foundation's Mission and Vision Statements;
- B. Hiring Executive Directors;
- C. Establishing policies and procedures;
- D. Approving annual budgets and major expenditures;
- E. Creating and/or disbanding standing or ad hoc committees;
- F. Approving major contracts and agreements;
- G. Maintaining financial stability of the Foundation;
- H. Protecting tax-exempt status;
- I. Acting as the owners of Quilts of Valor Foundation;
- J. Periodically evaluating the Foundation to ensure the Foundation stays focused on its Mission;
- K. Periodically reviewing and revising the Member's Policy Manual;
- L. Meeting regularly and keeping records in accordance with the Foundation's bylaws;
- M. The Board of Directors is available to guide the Executive Director as requested or necessary;
- N. Registering and maintaining registration for the Foundation in all states that require registration for legal fundraising ;
- O. Signing a Conflict of Interest Agreement and a Board Agreement;
- P. Raising funds for the Foundation;
- Q. Setting the example of professional behavior at all times.

## Section 4 Executive Director

The Board of Directors hires the Executive Director (ED) who serves under their direction. The primary role of the Executive Director is the achievement of the Foundation's Mission.

### 4.1 Qualifications

- A. Excellent interpersonal, verbal and written communication skills and an ability to interface effectively with members across diverse backgrounds in a professional manner
- B. Excellent leadership skills
- C. Ability to manage multiple projects simultaneously
- D. Proficiency with computer and web-based business tools as well as web-based social networking applications
- E. The ability to work independently, provide guidance and advice to others and accept opposing points of view.

### 4.2 Functions and Responsibilities of the Executive Director

- A. Implement the goals of the Foundation as set by the Board of Directors;
- B. Communicate with the Board of Directors regarding activities at all levels within the Foundation;
- C. Recruit, evaluate, develop and discipline (as required) the Executive Staff;
- D. Identify and negotiate relationships with potential partners, supporters and donors. Submit potential contracts and memoranda of understanding to the Board for consideration and approval;
- E. Serve as the primary point of contact for complaints and comments from members, staff and the public. Handle complaints in compliance with the Foundation's policies;
- F. Provide direction for the operation of the Foundation to the Executive Staff, State Coordinators, Group Leaders and volunteer members;
- G. Executive Staff responsibilities:
  - 1. Take responsibility for recruitment, oversight and release of Executive Staff members;
  - 2. Ensure that an effective management team is in place; and
  - 3. Develop, maintain and encourage open and effective communications with meaningful and appropriate feedback.
- H. In consultation with the Board of Directors and the Executive Staff, coordinate the delivery of the Foundation's message;
- I. Monitor the branding, use of the Foundation's logo, the content of communications and handle instances of trademark infringement
- J. Budget and finance responsibilities:
  - 1. Keep the Board of Directors fully informed about significant developments and achievements of the Foundation's programs;
  - 2. Develop and direct effective communication with the public and members so that the Foundation's goals and achievements are widely and accurately publicized;
  - 3. Direct and oversee sound working relationship and cooperative arrangements with other volunteer groups and organizations;
  - 4. Represent the Foundation with current and potential supporting organizations and the general public;
  - 5. Work closely with the Board of Directors to maintain sound financial policies and communicate them to the Executive Staff, State Coordinators and Group Leaders;

6. Work with Staff (paid and volunteer) and the Board of Directors to develop effective budgets and oversee the Foundation operates within budget.
- K. Special committee responsibilities:
1. Work with the Board of Directors to implement or direct fundraising programs, which may include community outreach and development of corporate partnerships to generate revenue and public awareness; and
  2. Through the Executive Staff or personally, engage state and local volunteers to plan and execute special events and outreach initiatives.
- L. Implement the core values, policies, and procedures of the Foundation;
- M. Serve as the editor-in-chief of the Foundation's official newsletter;
- N. Welcome new members;
- O. Set the example of professional behavior at all times.

## Section 5 Assistant Executive Director

The Assistant Executive Director is a paid member of the Executive Staff hired by the Executive Director or Board of Directors to assist in fulfilling her/his responsibilities. The Assistant Executive Director may serve as Acting Executive Director when necessary. Specific functions and duties of the Assistant Executive Director include:

- A. Recruiting and supervising Regional, State and District Coordinators;
- B. Communicating with Executive Staff as needed;
- C. Communicating with the Executive Director weekly or more frequently as needed;
- D. Assisting the Executive Director in communicating the standards, policies, and procedures of the Foundation to all members;
- E. Assisting the Executive Director in handling personnel or member issues;
- F. Responsible for Information Technology, Marketing and Public Relations
- G. Co-chair the Executive Staff team;
- H. Managing projects as assigned by the Executive Director;
- I. Carrying out other duties as assigned by the Executive Director;
- J. Setting the example of professional behavior at all times.

## Section 6 Executive Staff - Paid and Volunteer

Persons serving in Executive Staff positions are either hired, invited or appointed by the Executive Director to serve as directors, project specialists, coordinators, liaisons or other positions as needed by the Foundation. The Executive Director determines the frequency of Executive Staff meetings, the method of meeting and record-keeping for meetings. The Executive Director, working with the Board of Directors, may add or discontinue positions as necessary to meet the Foundation's needs.

### 6.1 All Positions

#### 6.1.1 Requirements

Candidates for all Executive Staff positions must possess:

- A. Strong communication skills, both written and verbal;
- B. Strong people skills;

- C. Strong organizational and management skills;
- D. The ability to motivate and encourage others;
- E. Computer skills, including word processing, email and spreadsheets and a willingness to gain proficiency in computer software as needed;
- F. Have a willingness to learn.

### 6.1.2 Functions and Responsibilities

Under the direction and supervision of the Executive Director, the Executive Staff shall uphold the Mission of the Foundation and implement the goals of the Foundation in accordance with policy. The functions and responsibilities of the Executive Staff are:

- A. Implementing the goals of the Foundation as set by the Board of Directors;
- B. Understanding the Foundation's Mission;
- C. Represent the Foundation and its Mission, serving as an ambassador of the Foundation;
- D. Being familiar with the Foundation's policies and procedures, the Foundation's website and the duties of other staff members;
- E. Retaining current contact information for other staff members;
- F. Using the QOVF.org email address for all Foundation-related emails;
- G. Implementing the standards, policies, and procedures of the Foundation as described in the Policies & Procedures Manual and as communicated by the Executive Director;
- H. In conjunction with the Executive Director, establishing ways and means of securing opportunities to help local member groups raise funds to increase their ability to make Quilts of Valor;
- I. Reporting to the Executive Director or Assistant Executive Director problems such as infringement of trademark use, inappropriate use of Foundation supplies, failure to meet Foundation standards of excellence for Quilts of Valor, or failure to uphold the Foundation's policies and procedures;
- J. Supporting State Coordinators, local groups, and volunteers with guidance and training on the standards, policies and procedures of the Foundation;
- K. In conjunction with the Executive Director, creating and coordinating national-level communications, events and opportunities for all involved in the Foundation's Mission;
- L. Keeping the person to whom they report up to date on their area of responsibility;
- M. Attend Foundation Executive Staff meetings and conferences;
- N. Assist in establishing the Foundation's annual budget, if requested;
- O. Refrain from promoting religious or political opinions or their professional career or business;
- P. Carrying out the specific duties of their respective staff positions;
- Q. Responding to inquiries in a timely manner;
- R. Have a willingness to learn;
- S. Under the direction and supervision of the Executive Director, uphold the Mission of the Foundation and implement the goals of the Foundation in accordance with policy;
- T. Setting the example of professional behavior at all times.

### 6.1.3 Qualifications of Executive Staff

- A. Strong communication skills, both written and verbal;
- B. Strong people skills;

- C. Strong problem-solving skills;
- D. Strong organizational and management skills;
- E. The ability to motivate and encourage others;
- F. Utilize minimum computer skills, including word processing, email and spreadsheets. Have a willingness to gain proficiency in computer software as needed.

## 6.2 *Permanent and Ad-Hoc Executive Staff Positions*

Below is a list of the current permanent and ad-hoc executive staff positions for the Foundation

### 6.2.1 *Destination Coordinator (permanent, volunteer position)*

Under the Assistant Executive Director's leadership, the Destination Coordinator handles requests for destinations made via the Foundation's online request form and for Continuing Destinations. Duties include, but may not be limited to:

- A. Maintaining information about continuing requests from approved destinations overseas and military and Veterans Affairs programs stateside;
- B. Receiving requests for Quilts of Valor placed by volunteer quilters, registered groups, and State Coordinators through the QOVF.org website;
- C. Making timely assignments of quilts to continuing destinations, including directions for shipping as needed;
- D. Receiving reports of Quilts of Valor awarded by individuals, groups, and coordinators through the QOVF.org website;
- E. Keeping QOVF.org website count of quilts awarded up to date weekly and monthly;
- F. Maintaining accurate records of assignments and reports;
- G. Communicating with volunteers and staff promptly;
- H. Informing State Coordinators of individual local presentations made within their region to increase their ability to network with individual quilters in their areas.

### 6.2.2 *Individual Requests Coordinator (permanent, volunteer position)*

Under the Assistant Executive Director's leadership, the Individual Requests Coordinator coordinates and fulfills requests for Quilts of Valor from individuals for specific awardees. Duties include but are not limited to:

- A. Notifying a requester within 24 business hours of receipt of the request;
- B. Contacting the appropriate State Coordinator or local Group Leader to inform them of pending awards of Quilts of Valor and seek their assistance;
- C. If the State Coordinator, local Group Leader, or a volunteer member is not available to award a Quilt of Valor, locating an appropriate person in the awardee's area to present the quilt;
- D. Following up to ensure the award took place.

### 6.2.3 Information Desk Coordinator (permanent, volunteer position)

Under the leadership of the Assistant Executive Director, and in cooperation with the Director of Information Technology, the Information Desk Coordinator fields the Foundation's general inquiries. Duties include but are not limited to:

- A. Having a thorough knowledge and location of the content on the Foundation's website;
- B. Having a thorough knowledge of the Member's Policy Manual;
- C. Answering email inquiries that come in via the Foundation's website in a timely manner;
- D. Understanding the duties of the various members of the Executive Staff to direct inquiries to the right person.

### 6.2.4 Longarm Coordinator (permanent, volunteer position)

Under the leadership of the Assistant Executive Director, the Longarm/Topper Coordinator handles interaction between the Foundation's quilt top makers and its longarm quilters. Duties include but are not limited to:

- A. Maintaining information about volunteer longarmers and their availability status;
- B. Receiving requests from quilt top makers for volunteer longarming. Matching quilt top makers and longarmers;
- C. Communicating with volunteer longarmers to determine their status for each upcoming month;
- D. Communicating with volunteer members and the Foundation's Executive Staff;
- E. Responding to inquiries from potential volunteer longarmers and developing strategies for new longarmer recruitment;
- F. Resolving problems and concerns about quilt tops that may not meet the Foundation's Standards of Excellence.

### 6.2.5 Newsletter Managing Editor (permanent, volunteer position)

The Executive Director is the Editor-in-Chief of the Foundation's newsletter. Under her/his leadership, the Newsletter Managing Editor prepares the Foundation's newsletter for publication in an electronic format. Duties include, but are not limited to:

- A. Establishing a timeline for publication;
- B. Developing a content plan and acquiring content;
- C. Working with the Executive Director to establish a story list for each issue;
- D. Communicating with authors, editorial assistants, and layout staff;
- E. Working with layout staff through final editing and layout stages;
- F. Communicating with Information Technology staff for the dissemination of each issue and posting on the Foundation's website.

### 6.2.6 Project Specialist (ad-hoc, volunteer position)

Project Specialists manage an ongoing project or a project with a defined beginning and ending dates. Duties and time required will vary for each project. Project Specialist report directly to the Executive Director or Assistant Executive Direction, depending on the specific project.

### 6.2.7 Quilt Business Relationship Coordinator (permanent, volunteer position)

Under the leadership of the Executive and Assistant Executive Directors, the Quilt Business Relationship Coordinator manages the Foundation's relationship with quilting related businesses nationwide to promote the Foundation's Mission. Duties include, but are not limited to:

- A. Recruiting independent quilt shops nationwide to support Quilts of Valor Foundation by becoming member shops;
- B. Encouraging member shops to form and nurture Quilts of Valor sew groups in their store;
- C. Maintaining an accurate list, by state, of Foundation member shops, complete with address, contact person and website information;
- D. Working with foundation Information Technology personnel to provide and maintain member shop information on the Foundation website;
- E. Communicating regularly with quilt shop owners via email, phone conversations, and personal contact to provide information about the Foundation's growth, outreach, special programs and events.

### 6.2.8 Under Our Wings Program Coordinator (ad-hoc, volunteer position)

Under the leadership of the Executive Director and the Assistant Executive Director, the Under Our Wings Program Coordinator manages the Under Our Wings program to promote the Foundation's mission. Duties include, but are not limited to:

- A. Increasing Under Our Wings involvement in groups by providing information and support.
- B. Developing presentations about Under Our Wings for use by state coordinators, member groups, and quilt guilds.
- C. Developing and promoting an Under Our Wings program to encourage youth groups to participate, such as 4-H, FFA, youth church groups, military youth and for students who wish to fulfill community service requirements.
- D. Working with the Quilt Shop Relationship Coordinator to encourage member quilt shops to participate in the Under Our Wings program.
- E. Work with Information Technology Director to update and enhance the web pages on the QOVF website that support the Under Our Wings program.

## Section 7 Coordinators

Under the leadership of the Assistant Executive Director, the primary responsibility of a Coordinator is to communicate the Foundation's Mission and core values in their geographic area. A Regional Coordinator will oversee State Coordinators within their Region. A State Coordinator oversees the activities of District Coordinators, local groups and members and individual members within a single state. A District Coordinator oversees group membership activities for a geographic area within a state. A large state, when needed, may have multiple District Coordinators serving it.

## *7.1 Requirements for Coordinators*

The requirements for Regional, State and District Coordinators include, but are not limited to:

- A. All Coordinators shall be members in good standing. They must abide by the Foundation's policies and submit a signed Financial Responsibility Form;
- B. Coordinators must be available and willing to perform a minimum of twenty (20) volunteer hours per week for email and phone communication;
- C. Strong people skills, problem-solving capabilities, good organizational skills and the ability to motivate and encourage others;
- D. Computer skills including word processing, email and spreadsheets required. Willingness to gain proficiency in Foundation computer software as needed;
- E. The ability to inspire, train and encourage local leadership.

## *7.2 Functions and Responsibilities*

The functions and responsibilities of Regional, State and District Coordinators include, but are not limited to:

- A. Communicating Foundation standards, policies, and procedures in their state, area, or district;
- B. Organizing a communication network in their geographical area of responsibility;
- C. Assisting and advising local member groups in fundraising procedures and compliance with Foundation fundraising and financial policies and, when possible, helping with fundraising efforts within their state;
- D. Representing the Foundation at public events such as quilt shows, including speaking at quilt guilds and for other groups, and by conducting award ceremonies;
- E. When appropriate, coordinating or helping coordinate Foundation events within their state;
- F. Fulfilling requests for awards of Quilts of Valor within their geographic area in a timely manner;
- G. When possibly, coordinating publicity about the Foundation's activities in their state;
- H. Working with coordinators in other states or with the Assistant Executive Director to fulfill award requests across state lines;
- I. Reporting and submitting financial donations they receive and submitting their expenses to the Foundation's Treasurer;
- J. Acknowledging in writing donations given directly to Regional, State or District Coordinators;
- K. Reporting all gifts received directly, along with donor information to the Foundation;
- L. Recruiting individual volunteer members, local groups, quilt shop owners and quilt guilds for participation in Quilts of Valor Foundation;
- M. Building a network of contacts throughout their area of responsibility;
- N. Communicating with contacts regularly via email, phone conversations and personal contact;
- O. Accurately communicating the Foundation's policies and procedures to local groups and volunteer members in their area of responsibility;
- P. Working with the Individual Requests Coordinator to fulfill requests for Quilts of Valor in their area;
- Q. Communicating with other Coordinators and Executive Staff members as needed or required;
- R. Reporting the Foundation's activities within their area of responsibility to the Assistant Executive Director;

- S. Replying to all Foundation communications within 48 business hours;
- T. Setting the example of professional behavior at all times

### *7.3 Group Leaders*

A Group Leader is an individual designated by a group of members to act on their behalf to the Foundation and community. Group Leaders are important local contacts for sewing groups. They handle the group's simple financial paperwork and often serve as coordinators of the group's activities.

Group Leaders are ambassadors for the Foundation in the community, encouraging the participation of quilters in their area, recruiting new volunteer members and communicating the Foundation's Mission to local businesses and agencies that support the group's efforts.

Responsibilities of a Group Leader include, but are not limited to:

- A. Registering the group at [www.QOVF.org/membership](http://www.QOVF.org/membership);
- B. Maintaining a list of group members;
- C. Communicating information to group members about the activities of the group and Foundation;
- D. Serving as the contact person for the group;
- E. Working with Regional, State and District Coordinators or Executive Staff to help fulfill requests for Quilts of Valor as needed and possible;
- F. Each group will have a person designated and trained to access the Foundation's award management system to ensure the group is aware of any nominations assigned. After a quilt award, the designated person records the award in the Foundation's award management system;
- G. Setting the example of fiscal responsibility and professional behavior at all times;
- H. Complying with all Financial Responsibilities as outlined in the Financial Policy and Procedures.

### *7.4 Members*

A member in good standing is an individual member or group member whose membership is current and who abides by the Foundation's policies and procedures. All members are responsible for:

- A. Being familiar with the Quilts of Valor Foundation® Member's Manual;
- B. Abiding by the standards, policies and procedures of the Foundation;
- C. Setting the example of professional behavior at all times.

## Section 8 Termination of Executive Staff, Board Members and Members

The Foundation's goal and the services it provides to its clients are the basis of all decisions made regarding the termination of any volunteer, staff member (paid or volunteer), or Board member from service to the Foundation. Except in extraordinary circumstances, including but not limited to a violation of law or financial mismanagement, steps will be taken with the goal that, if at all possible, the situation will be corrected, and the person involved continue to work or volunteer for the Foundation. Steps to termination are:

1. Counseling and Verbal Warning. For a Board Member, the counseling and verbal warning shall be delivered by the President or Vice-President.
2. Counseling and Written Warning by the President or Vice-President. For a Board member, the counseling and written warning shall be delivered by the President or Vice-President.
3. Termination.

## Section 9 Whistleblower Policy

The Foundation:

1. Encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Foundation;
2. Specifies that the Foundation will protect the person from retaliation; and
3. Identifies where such information can be reported.

### *9.1 Encouragement of reporting*

The Foundation encourages complaints, reports or inquiries about illegal practices or serious violations of the Foundation's policies, including unlawful or improper conduct by the Foundation itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include:

- financial improprieties
- accounting or audit matters
- ethical violations, or
- other similar illegal or improper practices or policies.

Other subjects for which the Foundation has an existing complaint mechanism should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Foundation's human resources channels unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

## *9.2 Protection from retaliation*

The Foundation prohibits retaliation by, or on behalf of, the Foundation against Staff or volunteers for making good-faith complaints, reports or inquiries under this policy or participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Foundation reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

## *9.3 Where to Report*

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Foundations Executive Director or Chairman of the Board of Directors; if both persons are implicated in the complaint, report or inquiry, refer it to the Secretary of the Board of Directors. The Foundation will conduct a prompt, discreet and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry made anonymously.

# Section 10 Website Work Requests

Requests for changes or additions to the website must be traceable and submitted via email to [helpdesk@QOVF.org](mailto:helpdesk@QOVF.org). The request must include the requester's name, date of the request, specific information about what is being requested and rationale for the request. IT staff will prioritize the request and, when the work is completed, document that it is completed, the date that it was completed and the date that completion was communicated to the requesting party. The requesting party must then confirm that the work was completed acceptably.

## *10.1 Announcement of Board, Executive Staff or State Coordinators*

Changes in website listings of Executive Staff, Coordinators and Board Members will be published at the Executive Director or Assistant Executive Director's request when new staff provides the required personal information, a short biography and a headshot photograph utilizing a black or portrait background. The requisite personal information includes a mailing address, secondary email address, phone number and emergency contact. The short biography may include why and how the new staff members joined the Foundation, work and life experiences and what the new staff member hopes to contribute to the Foundation.

## Section 11 Email Addresses and Guidelines

Email addresses for new staff members are requested by the Executive or Assistant Executive Director and created by the IT staff upon receipt. Executive Staff and State Coordinators are required to use the Quilts of Valor Foundation (QOVF.org) email address provided to them for all Foundation-related activities.

### 11.1 Guidelines for Email

The below guidelines are suggested for effective email:

- A. Use at least 12-point font size and a sans-serif font (e.g., Arial, Calibri, etc.);
- B. Do not write in all capitals;
- C. Proofread and spell-check email before sending;
- D. Use QOVF.org email addresses for Foundation correspondence only;
- E. Keep email threads to one subject, with the subject clearly stated in the subject line;
- F. Use directives in the subject line if action is needed (e.g. "Action Required");
- G. Avoid creating lengthy email threads;
- H. Use "reply all" only when appropriate;
- I. Avoid conjecture, non-related personal opinions, etc. in Foundation email;
- J. Anyone assigned a QOVF.org email address is required to use the below-outlined email signature.

### 11.2 Email Signatures

All members with an @QOVF.org email address must use the email signature format below, ensuring Foundation email is consistent.

- Your Name
- Your highest position (only list one; if you have multiple positions within the organization, list the highest position, or the position which applies to the content of the email. Example: The email is about a website problem; you are a State Coordinator and IT HelpDesk Coordinator. You may want to reference the IT position as the title, not the State Coordinator, when replying to the inquiry.)
- Location/Time Zone
- Foundation Name, with the registration mark in superscript
- Telephone Number: home or cell,; this is an optional item
- Your foundation email address: email address names are lower case, which is standard. The format for QOVF.org email addresses is for "QOVF" to be in capital letters (so that "q" is not misread as "g") and "org" in lower case.
- Visit us on Facebook, where Facebook is a hyperlink to <https://www.facebook.com/QOVFoundation>
- Legal language block: Quilts of Valor, Quilt of Valor, QOV and QOVF are registered trademarks in the United States and sole property of the Foundation. Use of any Foundation trademarks is strictly prohibited without written consent from the Executive Director. The Quilts of Valor Foundation is a nonprofit organization established and operated under section 501(c)(3) of the US Internal Revenue Code.

***Signature Block example:***

Jane Doe  
IT Coordinator  
IA (CDT)  
Quilts of Valor® Foundation  
T: 515-555-6666  
jane.doe@QOVF.org  
[www.QOVF.org](http://www.QOVF.org)  
Visit us on [Facebook](#)

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### *11.3 Video Links in Email Signatures*

Members who have a QOVF.org address may invite recipients to watch a short video excerpt. The excerpt is from "Quilts of Valor I and II," the documentaries produced by Iowa Public Television and used with permission. Assistance in embedding the link is available from [helpdesk@QOVF.org](mailto:helpdesk@QOVF.org).

Alternatively, a link to a video or video excerpt produced by the Foundation may be used in a QOVF.org email signature. Videos not produced by the Foundation are not permitted in a QOVF.org email signature.

Suggested wording is: Please take a few minutes to watch a short video about the Quilts of Valor Foundation.

# Section 12 Organization Chart

The Foundation's website includes the names and contact information of the individuals currently holding the positions on the Organizational Chart.

