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CHAMPLAIN VALLEY QUILTERS GUILD

JOB DESCRIPTION OF

QUILT SHOW CHAIR(s)

The position of Quilt Show Chair is usually a dual role of Co-Chairs. It is a volunteer position, with the Board being 'members at large' of this Committee.

The Chair(s) main duties within this important part of the Guild's activities, usually act mostly as leaders. The first event, upon one resuming the Chairmanship(s), is to ask for volunteers to fill the many duties to put on a 2+ day Show. Some of, tho not 100%, those sub-committees are - Admissions, Volunteer Coordinator, Miniature Display (or special Display) Coordinator, Silent Action, Raffle Quilt, Raffle Ticket Sales and Prizes, Publicity, Registration and Catalog, Sponsors, Vendors and Catalog Advertising, Judging, Judges Luncheon and Coffee, Ribbons, Preview Reception, Show Decorations, Artistic Director, Signage, Lighting, Frames and Transportation of same, Secretary for Minute Taking and Record Keeping, VIP Hostess, Quilt Receiving and Returns, Education, White Glovers.

It is the duty of the Show's Chair(s) to organize all of the above positions, to keep a current record of volunteer's names, addresses, phone numbers and email addresses (if applicable). The Chair(s) also will see that timely meetings are held (usually beginning immediately following the wind-up meeting of the previous Show) to have all of the sub-committees report on their activities. The tradition is that one meeting a month is held Chair(s) will be in constant communications with all sub-committees as needed and as deadlines are approached.

The Quilt Show Chair(s) shall be responsible for any questions or informational requests by having her/his/their phone numbers, addresses and email addresses on any and all publicity items that relate to the Show.

The Chair(s) will see that all sub-committees have enough volunteers and if not, she/he/they will solicit additional volunteers.

The Chair(s) shall be on site for the judging of the quilts, for the Judges Luncheon, for the Reception prior to the official opening of the Show, and during the set up day for the show. At that time, the Chair(s) will have a current status of all of the sub-committees available to ensure a smooth set up. They will also be available (if possible) at tear down of the show.

The Chair(s) will schedule a wind up meeting as soon as possible following the show where all sub-committees will have a final report of their duties to deliver to the Chair(s) for inclusion in the final report that will be delivered to the full Membership no later than the November Monthly Meeting.

It will be the Chair(s) choice of locations for any future shows and they will have the final decision on their choices. The Chair(s) also will be responsible for presenting a 'name' or 'theme' for the Show to the membership for approval.

An accurate record of any and all expenses shall be kept and a budget for the Show shall be presented to the Membership as soon as the previous Show's budget has been finalized. It will be the membership's duty to either accept or reject any budget they feel is flawed.

The Chair(s) shall see that all mandated insurance's are in place prior to the actual Show.

The previous Show's Chair(s) shall be considered a part of the upcoming Show in order to deliver any expertise that might be needed.

The Show Chair(s) shall have the authority to make decisions on the Show without having the full Guild membership's approval. If there

should be a budgetary item that is involved, then the Chair(s) must go to the membership for approval or rejection.

The Chair(s) of the Quilt Show shall abide by the existing by-laws of the Guild.

The duties of the Show Chair(s) shall be reviewed periodically and updated and/or changed as needed.

The Chair(s) shall deliver all records of the Show to the new Chairs(s) as soon as possible, with copies being presented to the Board.

Updated April 4, 2000
Mitzi Oakes
Chair - Show 2000