

Village Quilters Job Description

AQS Challenge Coordinator

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policies & Procedures affecting the job:

None

Duties & Responsibilities:

- Recruit committee members if desired.
- Go to the AQS website www.americanquilter.com and review their guidelines for submission to AQS and incorporate into your parameters.
- Distribute appropriate challenge information in July or August of each year. Quilts are displayed and judged at the February Guild meeting of the following year.
- Set all the parameters for the Challenge:
 - a) Determine a theme for the AQS Challenge.
 - b) Choose a challenge fabric if you desire.
 - c) Outline the actual challenge project
 - d) Entry deadline (February meeting)
 - e) Maximum & minimum size dimensions
 - f) Label requirements
 - g) Sleeve requirements
 - h) Collaborations by more than one person for design need to be disclosed
 - i) Notations identifying whether the quilt was professionally quilted. (Note: if quilted by your friend who is not a professional, then that is a collaboration)
- Determine prize categories and how many prizes in each of those categories. Make or purchase the actual prizes. It is helpful to have these included in the write-up distributed to the membership at the onset.
- Write up the challenge and all pertinent information for distribution to membership and for placing on the website.
- Plan and carry-out the collection, set-up and judging of the challenge which takes place at the February meeting.
- Invite a professional judge to determine the award winners and the 8 quilts that will be submitted to AQS. Coordinate with the judge regarding presentation as this will be the Guild Program for the February meeting.

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- Print, copy or download the required forms for submission of the 8 quilts chosen to be submitted to the AQS competition and insure each of the 8 quilt owners complete the form.
- Take pictures of each quilt entry plus a close-up of a section of the quilt.
- Gather final paperwork and coordinating pictures for the 8 chosen and submit to AQS by the specified deadline.
- If accepted, gather all 8 quilts and mail to AQS in Paducah using the AQS guidelines by the specified deadline.
- Write up a summary wrap-up of the year's challenge for the AQS Challenge handbook.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.