

Village Quilters Job Description Quilt Challenge Coordinator

(As of May 2010)

Duties according to Village Quilters Bylaws:

Article VI – Duties of Standing Committees:

Section 2. Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

Section 3. 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 Challenge:

None

Duties & Responsibilities:

- Recruit committee members if desired. It works well when a Bee group takes on the project but is not necessary.
- Determine if you want to try to submit the Quilt Challenge at the AQS Quilt Show. There already may be a special AQS challenge planned. If not, you can go to the AQS website www.americanquilter.com and review their guidelines for submission. If so, incorporate into your parameters. Due to timing, the current challenge would get submitted to AQS the following year.
- Determine a theme for the Challenge. Be specific. It may be helpful to Google search for "quilt challenges".
- Set all the parameters for the Challenge:
 - a) Outline the actual challenge project
 - b) Entry deadline
 - c) Maximum & minimum size dimensions
 - d) Label requirements
 - e) Collaborations by more than one person for design need to be disclosed
 - f) Notations identifying whether the quilt was professionally quilted. (Note: if quilted by your friend who is not a professional, then that is a collaboration)
- Choose a challenge fabric if you desire.
- Determine IF and what prize categories you will have and how many prizes in each of those categories you will have. 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.

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- Determine if you want or can invite a professional judge although this is not necessary.
- Plan and carry-out the collection, set-up and judging of the challenge which takes place at the June luncheon. Coordinate your requirements with the Luncheon chairman. Quilt stands are located at the Community Church storage level.
- Write up a summary wrap-up of the year's challenge for the Challenge handbook.
- Notify and provide Secretary with any change or revision for job description as needed.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.