

Village Quilters Job Description Quilt Show Chairman

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.

Policy & Procedures affecting Quilt Show Chairman:

None

Duties & Responsibilities:

- Responsible for all aspects of the bi-annual quilt show held in October of each even numbered years.
- Recruit and organize all quilt show committee heads. Encourage those individuals to recruit and organize their committees. The essential committee heads may include:
 - a) Admissions, b) Decorations, c) Prep & Set-up, d) Check-in & check-out, e) Vendors, f) Boutique & Silent Auction, g) Signature Quilt, and h) Publicity.The publicity head is key in early days – work needs to begin approximately in August of the year prior to the quilt show.
- Create and develop a show budget based on prior experience and current needs and present to the treasurer prior to November in an odd numbered year for inclusion in the budget for the following even numbered show year.
- Chair Quilt Show meetings as needed for planning all aspects of the show.
- Understand and be aware of all committee's activities and assist when and where needed.
- Oversee, assist and carry out all planned activities for the quilt show.
- Hold post show meeting to review and judge all aspects of the show – what worked or didn't work, problems and guest feedback.
- Insure all committee heads are keeping books and records; then request final reports from each committee head for inclusion in the Quilt Show book.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, insure all committees forward any original record they may have to the Secretary prior to year end if it is called for in the policy such as executed contracts (i.e. vendor agreements).
- Direct each committee head to present revenues and forms and/or receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- 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.