

Village Quilters Job Description Show & Tell

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 Job:

Miscellaneous: Unfinished quilts – quilt tops, no blocks – may be shown only once at Show and Tell in cases where the finished quilt will not be available to be shown when completed.

Duties & Responsibilities:

- Responsible for assisting members during show & tell.
- Recruit and organize additional committee members if needed.
- Needs include: two (2) helpers to hold up quilts; one (1) to direct line and pass the microphone; one (1) to help a member refold large quilts.
- Encourage helper responsible for the line and microphone to remind members to give their name and to speak directly into microphone.