

Village Quilters Job Description
Show & Tell
(As of August 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.

Policy & Procedures affecting Job:

Miscellaneous:

a) 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.