

Village Quilters Job Description

AQS Challenge Coordinator

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

Policy & Procedures affecting Job:

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

Duties & Responsibilities:

Overview: First, second and third place guild winners do win prize money for the guild. Keep in mind that cohesiveness of the final group of 8 helps when AQS determines which guilds will be accepted as entrants. The more you can do to promote elements of cohesiveness in colors, size, subject matter, orientation, etc, the better. Some suggestions (but not requirements) would be to encourage the membership to try different methods of approaching the challenge i.e. have Bees make a group quilt or have all those interested in participating meet to brainstorm different approaches for true collaboration. Then smaller groups, teams or individuals can work to create the challenge quilts. Historically, everyone worked on their own creation but secrecy of work is not required; the more sharing that takes place, the more the group's quilts will work together.

- The *AQS Ultimate Guild Challenge* contest is held by AQS every year; **The Village Quilter's AQS Challenge event** is held in the even numbered years; however, due to timing it may be coordinated to be submitted to the AQS Ultimate Guild Challenge contest in the same year as event is done or in the following year since April is the submission date for the August AQS show.

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- Recruit committee members if desired (recommended).
- Obtain the designated month for the AQS Guild Challenge contest and display from the Program Booking Chair to determine the contest timeline. The Booking Committee may designate the AQS Challenge program/showing to the February meeting, June luncheon, December luncheon or any other month available in the Program lineup since it does not have to be submitted to AQS in same year (ex: AQS challenge can be done and shown in Oct or November of one even # year and submitted to AQS for the challenge in the next following odd # year).
- Go to the AQS website www.americanquilter.com and review the timeline, rules and guidelines for submission to the ULTIMATE GUILD CHALLENGE contest and incorporate into your parameters i.e. size requirements, sleeves, timing etc. There is only one location for the Ultimate Guild Challenge – currently the Grand Rapids, MI show held in August each year. They may add more or change locations which changes the timing of submissions. Generally, quilts must be submitted to AQS by April for exhibit at the August AQS show.
- Set all the parameters for the Challenge; some of those may be:
 - 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 for turning in challenge quilts
 - e) Maximum & minimum size dimensions (within AQS size requirements)
 - f) Orientation – Portrait, landscape or maker's choice
 - g) Label requirements
 - h) Sleeve requirements
 - i) Collaborations by more than one person for design need to be disclosed
 - j) Notations identifying whether the quilt was professionally quilted. (Note: if quilted by your friend who is not a professional, then that is a team collaboration)
- Write up and distribute appropriate challenge information to the membership and for placing on the website. Distribute at least 6 months prior to the month chosen for AQS Challenge program and display. A longer lead time may be desired for more group collaboration.
- Forward write-up to Webmaster; in addition to the Guild Rules, it may be helpful to include for posting items such as AQS rules, a PDF of the AQS entry form, AQS hanging sleeve directions, link to rules on design permissions, and some helpful ideas on design inspiration such as pinterest etc.
- Write up informative text for the E-bulletin and forward to the E-Bulletin Chair each month leading up to deadline month. When appropriate, include information about turning in quilts at the time of deadline.

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- Plan and carry-out the collection, set-up and judging of the challenge which includes
 - 1) take pictures of the quilt, a detail shot, head shot of person (if required)
 - 2) If required, print, copy or download the individual forms for submission and have each person complete OR obtain all needed info for submission on-line
 - 3) set-up at church or other designated meeting venue
 - 4) coordinate logistics for judging including member's Viewers Choice judging
 - 5) obtain 1st, 2nd, 3rd, and Viewers Choice awards to present and, if desired, Certificates of participation
 - 6) keep records of 8 quilts that are chosen to be the ones submitted to AQS including 2 alternates if needed
- Invite a professional judge (if desired and budget allows) to determine the award winners and the 8 quilts and 2 alternates that will be submitted to AQS. Coordinate with the judge regarding presentation as this may be the Guild Program for that month.
- Follow up in the needed time-frame in the current year or following year to complete the submission to AQS according to their guidelines stated in the Ultimate Guild Challenge contest rules and deadlines. Gather final paperwork, if required, and coordinating pictures for the 8 chosen and submit to AQS by the specified deadline.
- If the VQ Guild is accepted as an entrant, then collect all 8 quilts, or an alternate if needed, pack in a tube roll or box and send to AQS as directed in the Ultimate Guild Challenge contest rules.
- Upon return from AQS after the contest, make sure quilts are returned to the owner.
- Write up a summary wrap-up of the year's challenge for the AQS Challenge record book.