

Village Quilters Job Description **Guild Challenge Coordinator**

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 activity:

None

Duties & Responsibilities:

- ⤴ This challenge is done in the odd numbered years
- ⤴ Recruit committee members if desired.
- ⤴ Be aware of usual timeframe for challenge; distribute by January and due by June
- ⤴ Determine a theme for the Challenge. Be specific. It may be helpful to Google search for "quilt challenges" or develop the theme in conjunction with a charitable need where challenge quilts may be donated. It seems there is more participation when a charity is being highlighted.
- ⤴ Set all the parameters for the Challenge:
 - a) Outline the actual challenge project
 - b) Entry deadline (usually due by the June luncheon)
 - c) Maximum & minimum size dimensions
 - d) Label and sleeve 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 team collaboration)
 - g) If a charity is designated, members may donate or keep their own entry.
- ⤴ Choose a challenge fabric if you desire and budget allows.
- ⤴ Determine IF and what prize categories you will have and how many prizes in each of those categories. 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 at the January meeting and/or for placing on the website via the web editor.
- ⤴ 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. Coordinate with VP if quilt stands are required.

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- ✦ Invite a representative of the challenge charity to the luncheon if a charity has been designated as part of the challenge. Apprise the luncheon chairman of any charity guests.
- ✦ Write a summary wrap-up of the year's challenge for the Challenge handbook.
- ✦ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ✦ Outgoing Chair shall turn over all books, records or files to their successors.
- ✦ Provide annual budget input if/when requested by the treasurer. Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- ✦ With respect to the retention policy, forward any other original record you may have to the secretary prior to year end if it is called for in the policy.
- ✦ Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.