

Village Quilters Job Description

Guild 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:

- ✦ 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

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- 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; member needs to specify.

- ⤴ Choose a challenge fabric if you desire and budget allows.
- ⤴ If 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 Webmaster.
- ⤴ Determine if you want or can invite a professional judge although this is not necessary; membership judging for Viewers Choice seems acceptable to most members.
- ⤴ 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.
- ⤴ If a charity has been designated as part of the challenge, apprise the luncheon chairman of any charity guests you may like to invite as the fee may be covered by guild; if approved, invite the respective representative(s) of the challenge charity to the luncheon. If charity representative is in attendance, make introductions and may allow for quick comments.
- ⤴ Write a summary wrap-up of the year's challenge for the Challenge handbook.