

# **Village Quilters Job Description**

## **Quilt Show Chair or Co-Chairs**

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files and signs/sign holders (if responsible for any) 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:**

- ✦ Responsible for all aspects of the biennial quilt show held in October of each even numbered years.
- ✦ Oversee, assist and carry out all planned activities for the quilt show.
- ✦ Recruit and organize all quilt show committee chairs as early in the odd numbered year prior to the show as possible or at latest by mid-year. Encourage those individuals to recruit and organize their committees as needed. The essential committee chairs should include:
  - ✦ Income Committees
    - Admissions
    - Signature Quilt or Raffle Baskets (optional, see TN Charitable Solicitations process described at end)

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- Vendor Shops
  - Marketplace Boutique, Silent Auctions, Silent Auction Baskets
  - Sponsorships (optional – adhere to donations reporting above in #3)
  - ⤴ Publicity Committees
    - Advertising & News Releases
    - Graphic Print & Design
    - Bookmarks
    - Posters
    - Neighborhood Flyers
    - Photography
  - ⤴ Quilt Displays
    - Database / Registration
    - Quilt Layout; Hang & Take Down
    - Quilt Check-In & Check-Out
    - Awards
    - Special Exhibit (if any)
    - Outreach Displays (such as Community Service & Quilt of Valor)
  - ⤴ In-House Committees
    - Decorations
    - Greeters
    - Equipment
    - Programs
    - Road Signs
    - Shuttles & Parking
    - Venue Signs
    - Vendor & Volunteer Hospitality
    - Volunteer Scheduling & Docents
  - ⤴ Administrative
    - Co-Chairs
    - QS Secretary
    - QS Financial Coordinator
    - Guild Treasurer
- ⤴ Keep in mind - several positions are key in the early days and may need more lead time work done in the year prior to show year. Those positions are Publicity and Marketplace Boutique. The Signature Quilt (if any) or Raffle Basket (if any) also need ample time for processing permit request, planning and completion to be ready by June of the quilt show year.
- ⤴ Create and develop a show budget based on prior experience and current needs; present to the treasurer in September of the odd numbered year for inclusion in the budget for the following even numbered show year. Follow other Budget and Financial duties in accordance with Standards above.
- ⤴ Schedule and chair monthly Quilt Show Committee meetings beginning in September of odd numbered year prior to the quilt show or at least by January of show year; understand and be aware of all committee's activities and assist when and where needed.

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- ✦ Direct each committee chair to adhere to Standard Duties above with regard to all financial matters of Revenues and expenditures etc.
- ✦ Review inventory in Storage location and Boutique cabinet to ensure adequate needs for committees are available (such as for Admissions, Boutique, Signage, and Set-up requirements); respond to VP's call for inventory accounting in July of Q-Show year.
- ✦ Insure all committee heads are keeping books and records of their activities; request two copies of a Final Report from each committee chair for inclusion in the Quilt Show Notebook.
- ✦ Get advice and seek Board approval when/if plans might include some new or different activity to insure that activity does not prompt a Federal or State tax or non-compliance issue.
- ✦ Adhere to and stay compliant in all aspects of any TN state Charitable Solicitations and Gaming if any Gaming event such as raffles, reverse raffle, cakewalks and/or cakewheels are to take place as outlined below.
- ✦ Insure that Chair(s) of the Marketplace Boutique, Baskets and Silent Auction keep an accurate inventory:
  - Inventory should have a detailed description of all donated merchandise with clear indications showing any beginning inventory carried over from a previous quilt show,
  - the inventory remaining to be held for subsequent use
  - detail any donations of inventory to other charity organizations.
  - Forward this inventory to the treasurer after the close of Quilt show final business.
  - Complete a "Donations Received Report Form" only if an individual donor requests a receipt and mark it "Marketplace Boutique" (to insure no double valuation) and deliver to the Treasurer for handling. Write a Thank you for donations received if appropriate.
- ✦ Hold post show meeting (Wrap-up Meeting) to review and judge all aspects of the show – what worked or what didn't work, problems and guest feedback.

### **Tennessee Charitable Solicitations and Gaming: Gaming, Raffles, Etc**

- ✦ If it is decided a raffle of any kind (raffle quilt, raffle basket etc) will be conducted during the Quilt Show year, must follow legal process as described. Adequate time needs to be allowed to receive Tennessee State approval to conduct a Gaming event. Only 1 gaming event per year can occur – 1 raffle item (1 quilt or 1 basket) equals 1 event.
- ✦ This document is meant as a starting place for the Chair in the event Chair and/or VQ decides to hold a raffle. This section written in Dec2019 so if referenced at some future date verify up-to-date TN state information on web link below.

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- ⤴ This document is NOT comprehensive regarding the Tennessee Gaming Event Process. Any person charged with helping VQ hold any Gaming Event – such as a raffle – should ensure they understand the full process as determined by the State of Tennessee and comply with all applicable laws and statues. Can consult with VQ Compliance person. Review items include:
1. Verify with Treasurer that the annual VQ State Registration is in effect and in compliance with the Charitable Solicitations Act, T.C.A. §§ 48-101-501. If, for some reason, VQ does not have an up-to-date Registration filing, Treasurer should file the appropriate Charitable Registration as required.
  2. For reference, review VQ Compliance Books within Secretary's Books & files – request Treasury Compliance Book and see File:TC. SUMMARY 8 - GAMING & CHARITABLE EXEMPT Section regarding **Tennessee Charitable Registration & Gaming License Reports**;
  3. For clarifications, review FAQs, required forms for reporting etc, general and other Gaming information here by clicking on any category of information particularly "Forms" and "Rules & Regulations":  
<https://sos.tn.gov/charitable/gaming>
  4. In addition, TN Gaming triggers a **Federal Tax report and payment duty** for the treasurer so need to take into consideration.
  5. If there is full understanding of the permit application process, event reporting needs, actual post event reporting and VQ is in compliance with Charitable Solicitations Act, T.C.A. §§ 48-101-501 et. Seq., then:
    - event application process (form SS-6069) to hold a Gaming Event may proceed from July 1 through January 31 of the next year.
    - A minimum non-refundable application fee of \$50 to accompany the request.
    - Work with Treasurer during application process for backup information, if needed or required (generally info on app such as VQ Determination letter, Bylaws, Officers annual report, 990 etc are already on file with the state); do not file any other forms, reports etc without approval of Treasurer – it is not in VQ's interest to have duplicate or inconsistent information being filed with the State.
  6. An event can only be held after the application has been accepted and approved by the state and can only be held in the specific time-frame as set by the State of Tennessee. Selling of event tickets can only be started up to 120 days prior to the date of the event.
  7. Once the event is complete, post-reporting is required within 90 days and final payment of filing fees are due. Work to aid Treasurer in filing necessary forms and documents for State and, if needed, Federal. Documents should reside in Treasurer's files for retention. Can review requirements here: <https://sos.tn.gov/products/charitable-solicitations-and-gaming/financial-accounting-reporting-guidelines>