

Quilt Show Chairs

1. Act as liaison between the Quilt Show Committee and the Guild Executive. Attend Guild Executive meetings.
2. Review previous Quilt Show recommendations and main tasks of the Show to become familiar with the responsibilities of each portfolio.
3. If required, recruit Committee Leaders for each portfolio.
4. Set agenda and chair Quilt Show Committee meetings.
5. Assist Facilities Portfolio Leader in confirming a venue for the Quilt Show.
6. Confirm the dates, times and location of the Quilt Show in coordination with the Quilt Show Committee.
7. Design a time frame for tasks to plan the Quilt Show in coordination with the Quilt Show Committee.
8. Prepare and manage a budget for the Quilt Show with the assistance of the Treasurer and the Portfolio Leaders.
9. To have signing authority along with the Treasurer (and Secretary if only one Chair) on behalf of the Quilt Show Committee.
10. To be a resource person for each Portfolio Leader and to assist in problem solving prior to and during the Quilt Show.
11. Assist the Publicity Portfolio Leader in editing information for the Guild newsletter and web site.
12. Coordinate with the Secretary, the recruitment of Volunteers for each Portfolio Leader requiring volunteers during the Quilt Show. Assist with the preparation and mailing of the Volunteer Confirmation Letters and duties information (update as required).
13. Organize prizes for the Volunteer Draw and the Viewer's Choice Award.
14. Confirm insurance coverage with the Guild President for the Quilt Show.
15. After the Quilt Show is hung, walk with the Guild President and the Members Show Portfolio Leader to ensure its perfection.
16. Collect final reports from the Portfolio Leaders and prepare a final report to the Guild Executive. To include a financial report, successes and opportunities for future Shows.

