

Pioneer Quilters Guild Quilt Show Chairperson

1. Summary description of position/committee responsibilities

Coordinate the Quilt Show committee to assure that all functions are completed so the quilt show is presented on time, efficiently, and effectively. Set the budget for the quilt show; arrange and conduct quilt show committee meetings; contract and coordinate with the venue. Moderate and/or resolve issues that arise during the planning of the show.

2. Approximate time commitment:

Monthly – conduct monthly committee meetings, about 2 hours; 1 hour to complete meeting notes and send them out with a reminder of the next meeting time and date; 1 hour to write a newsletter article when needed

Otherwise, whatever time is needed. The Chairperson usually stays the whole time during the show, at setup, and until the show is taken down.

3. Number of members on position/committee: 1

4. Forms, software used, etc.: Software – Word processing and the ability to create pdf documents; Forms – reimbursement requests

5. Financial Information: The chairperson develops the budget for the quilt show.

6. Transition: It would be helpful for an incoming chairperson to be on the quilt show committee for at least a one-year cycle; shadowing would be a good idea too.

See the Quilt Show Calendar for detailed information about the timeline for producing the quilt show.