

Prairie Star Quilters Guild
Position Description

Quilt Show Chair

Purpose:

The incumbent is responsible for the overall planning and execution of the biennial quilt show.

Term and Qualifications:

Appointed by the President and preceding Quilt Show Chair(s). Serves a two-year term and the chair is often the Co-Chair of the previous show. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends Board meetings or submits a report.
2. Selects members for the Quilt Show Committee from both the evening and daytime chapters of the Guild. The Committee may have as many members as the Chair sees fit and may or may not include the following areas: publicity, ticket sales, raffle quilt, quilt display, vendor mall, Judging and labels, café, publicity, boutique, information booth, admissions, volunteers.
3. Locates and secures a venue for the quilt show if it has not already been selected; serves as the liaison between the guild and the venue.
4. Works with the Guild Treasurer to determine the Quilt Show budget for presentation to the Board prior to the Quilt Show.
5. Oversees obtaining all necessary permits and insurance for the show, securing vendors, developing the final quilt show floor plan, and ordering all needed equipment and services.
6. Provides a full financial report and summary of the Quilt Show to the PSQG Board within two months of the conclusion of the Quilt Show.
7. Coordinates and presents the "Quilt Show Review" program to the Guild members (usually scheduled for the October or November meetings following the October Quilt Show).
8. Annually reviews position description and recommends changes as needed to the Board.