

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Challenge
Voting Board Member	No
Key Responsibilities	Conduct, and encourage participation in, the biennial quilt challenge.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> • Prior to January of even numbered years, select a theme and rules for the challenge. Prepare document describing the challenge theme and rules having copies available at that meeting. • Prior to January of odd numbered years, prepare ballot sheets. • Prior to new guild year in September of even numbered years determine registration process for challenge and publish registration form if necessary. • In December of even numbered years publish instructions for submitting quilts either before the January meeting or on the day of the meeting. Have numbers ready to be assigned to quilts and papers to cover any labels so that the maker is hidden from the members. • Prior to January of odd numbered years, prepare or buy prizes for each category staying within budget.
Tasks During Guild Meeting	<ul style="list-style-type: none"> • At the January meeting of even numbered years, present challenge to the guild. • At the January meeting of odd numbered years <ul style="list-style-type: none"> ○ Arrive at least 30 minutes prior to social hour to set up quilt racks and tables. Set up receiving table if necessary. ○ Either display entries received prior to meeting or do so as they arrive making sure labels are covered and numbers are visible for voting. ○ Allow a viewing and voting period. ○ Tabulate votes

	<ul style="list-style-type: none"> ○ Announce winners and present awards. ○ Clean up area and put away quilt stands.
Newsletter Articles	<ul style="list-style-type: none"> ● In February of even numbered years (2008, 2010, etc.) submit challenge to newsletter after presentation at January guild meeting. ● Periodically submit articles to encourage participation and to announce voting categories. ● In December of even numbered years submit article with details of submitting challenge quilts, forms necessary, and voting categories, etc. Quilts will be displayed and voted upon at the January meeting of odd numbered years. ● In April of odd numbered years submit article reminding participants to enter their challenge quilt in the quilt show.
Preparation for Board Meeting	<ul style="list-style-type: none"> ● Read minutes from prior board meeting and be prepared to submit any corrections. ● Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	None
Financial Impact – Expense	<p>Minor expenses. Examples:</p> <ul style="list-style-type: none"> ● Copies of instructions ● Copies of ballots ● Awards
Interfaces with which Other Board Members	Interfaces with quilt show committee to work on arrangement of challenge quilts submitted to quilt show. Also responsible for making sign to be displayed with the quilts explaining the challenge.
Interfaces with Outside people/companies	None