

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Show and Tell
Voting Board Member	No
Key Responsibilities	Conduct, and encourage participation in, the monthly show and tell program.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> • Find out what the program for the meeting is going to be and whether or not it will impact where the quilt stands are set up.
Tasks During Guild Meeting	<ul style="list-style-type: none"> • Arrive at meeting 15 minutes prior to social hour to set up. • Get supplies from storage at Redwood Acres which includes portable quilt stands and clips for hanging the quilts. • Set up several quilt stands in an appropriate place for members to use to display their quilts. • Assist members in displaying their quilts on the stands. • Solicit members to help with the show and tell portion of the meeting. • During the show and tell period at the end of the meeting arrange for members to help hold and display quilts not on the quilt stands. • Encourage members to tell the stories behind their quilts. Ask questions of them if appropriate. • Return quilts to owners. May want another person or two to help fold quilts after display so they are returned to the owners nicely. • Take down quilt stands and return supplies to storage area.
Newsletter Articles	No specific articles required.
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 –	None

Income	
Financial Impact – Expense	None
Interfaces with which Other Board Members	Works with 1 st and 2 nd Vice Presidents to determine contents of meeting and hoe it may impact show and tell.
Interfaces with Outside people/companies	None