2/6/2022

**STANDING COMMITTEE:  QUILT SHOW CHAIRPERSON**

TERM:    2 years

The Quilt Show Chairperson shall:

• Secure a location for the bi‐annual Guild show. Work with the location on all logistical aspects.

* Solicit members of the guild to head or work on various show committees. This should include a backup chairperson and/or a co-chair.
* Inform the President and the Board of the members of the show committee(s) and attend the monthly board meetings to update the board on the show’s progress.
* Hold regular meetings to ensure that the show committees are working smoothly and discuss and solve any problems.
* Work with the President and Treasurer on the financial aspects of the show and present a show budget to the board in August before the show.
* Be in charge of checking for insurance coverage, providing security against theft, setting entrance ticket prices, and generally ensuring that the show runs smoothly.
* Maintain the storage facility.
* Document Chairperson job and keep track of (in storage facility) documentation of all show committees.