

KAWARTHA QUILTMAKERS' GUILD

Quilt Show Chairperson (Chair) – Duties

More details of Duties can be found in the Chairperson's Red Folder

GENERAL

- coordinates all aspects of the quilt show while working closely with volunteer Committee Chairs, Past President and Secretary.
- responsible for contracting for a venue and liaison with venue contact.

REPORTING

- As the quilt show committee is an ad hoc committee reporting to the KQG Executive, the chair will attend Executive meetings and provide a report,

The quilt show chair schedules meetings with the quilt show committee chairs on a regular basis to ensure work is being completed in a timely manner and to provide assistance as necessary. Quilt show chair works closely with the quilt show financial officer to ensure fiscal responsibility and budget management practices are met.

1. Dates for the show are established as: **First weekend in May** every two years and can be two days (Friday and Saturday) or three days (Friday, Saturday and Sunday) depending on the cost of the venue and/or vendor availability.
2. Chooses the venue following the criteria outlined in the guiding document which ensures that the venue meets all safety requirements and suitability for showcasing the quilts. The Chairperson signs a contract ideally 2 years
3. Solicits volunteers for Committees. Each committee must have a Chair and Assistant Chair who schedule additional volunteers to get work done that is specific to the needs of each committee. Past committee chairs write a post-show report with suggestions for improvement for use by upcoming chairs. These documents are compiled into a red folder which is passed on to the committee chairs for reference.
4. Conducts a final post-show meeting to hear committee chair reports and compiles approved suggestions into a report for future quilt show chairpersons.