

## **Chair(s)**

### **Role Description**

The Quilt Show Chair(s) provides support and general oversight to all quilt show committees and sub-committees. The Quilt Show Chairs are accountable to the SWFQG Board.

### **Timeframe**

At the beginning of the two-year period leading to the show, during the show, and through the completion of the post show debriefing meeting. Preferably the Chair(s) will be identified prior to the previous Quilt Show so that they may shadow the Chair(s) for that show.

### **Primary Responsibilities**

#### **Before and During the Show**

- Be familiar with all aspects of planning and conducting the quilt show; utilizing previous SWFQG documentation.
- Set budget after reviewing prior show financials. Present budget to SWFQG board for approval. The Quilt Show Committee will be provided \$5000 seed money for required upfront expenditures. Expenditures above the approved budget must be approved by the Board of Directors.
- Develop and manage the overall show timeline.
- Select a theme and create a logo.
- Identify required committees and engage Leads for each committee
- Identify committee structure and adjust roles as necessary.
- Update the Manual and provide information to each Committee Lead which includes descriptions of roles and responsibilities, Committee budget, overall timeline, budget sheet, expense tracking forms and documentation of any required procedures.
- Encourage Leads to identify and report improvement opportunities, to identify and document best practices and areas where improvement is needed; ensure these are documented.
- Conduct Committee Lead kick off meeting as well as periodic progress meetings.
- Maintain copies of all correspondence.
- Ensure adherence to show budget.
- Attend all show meetings and SWFQG Board meetings as necessary. If unable to attend, ensure a delegate is provided.
- Provide high level guidance and support as needed to ensure timely execution of required activities.
- Assist Leads as appropriate with problem solving.
- Assist in resolution of cross committee issues as necessary.
- Assure that all key activities are covered in order to achieve quilt show success and to mitigate potential problems
- Provide monthly reports and provide updates to guild members at business meetings, in the monthly newsletter through the web master as appropriate.
- Attend take in, set up, judging and both show days.

### **After the Show**

- Prepare and present post-show summary report including lessons learned. Share with Board and Leads and ensure the information is archived for future use. Submit the report to the Board. Make any necessary changes to existing show documentation.
- Conduct a post-show review meeting
- Work with Quilt Show Treasurer to ensure all financial activities are finalized
- Ensure the accounting of all income and expenses is completed by the Treasurer
- Identify exact date & reserve facility for the next Quilt Show. (Two years in advance)
- Identify dates for next quilt show, with Board approval.
- Negotiate show date with managers of location site.

### **Supplies Needed**

- This Manual