

Challenge Coordinator

Description

The Challenge Coordinator is a presidentially appointed position and is responsible for creating a member competition to create a quilted project fulfilling the pre-set requirements for that challenge year.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Attend Pre-show meetings as requested.
- With an ad-hoc committee or the Board brainstorm possible challenge possibilities.
- Develop the Guild Challenge theme and rules and get Board approval.
- Prepare a summary of Challenge rules and make copies available at meetings, in the newsletter, and on the web site.
- Prepare Instructions on how to submit an entry and announce at meetings and in the newsletter.
- Serve as arbiter when questions arise regarding the rules.
- Promote interest with periodic announcements at meetings and in the newsletter.
- Develop and maintain registration process and form to track the number of Challenge quilts that will be submitted.
- Coordinate voting process including ballot prep. Remind voters to draw a line under a 6 or a 9.
- Create ribbons or coordinate with Ribbon Lead to provide ribbons and ensure their readiness.
- Coordinate with Layout Lead to establish space requirements for the Quilt Show.
- Establish a process to transport these to the show. Quilt layout will handle the hanging.
- Ensure good signage is provided for the Quilt Challenge; work with the Signage Committee Lead.
- Forward Challenge information to Program Lead.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.