

Opportunity Quilt Development Lead

Role Description

Oversees the design and development of SWFQG Quilt Show Opportunity Quilt.

Timeframe

The Opportunity Quilt Development Lead is appointed by the President as soon as the prior Quilt Show has ended. Quilt should be completed no later than 15 months prior to the upcoming show date. Participates in Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Research and identify proposed quilt design; get Board approval. If appropriate, ensure that the design reflects the show theme based on Board/member input.
- Identify costs for materials required; get Board approval for expenditures.
- After Board approval, obtain required materials (purchased or donated), staying within approved budget.
- Create work schedule for all interested members to participate in developing the quilt.
- Provide periodic communications about the quilt including information about scheduled work sessions and reports on quilt progress.
- Prepare kits for workers as appropriate.
- Prepare quilt fact sheet.
- Engage quilter
- Engage photographer for bookmarks
- Provide label requirement to label maker if appropriate.
- Ensure completion of the quilt no later than November one year prior to the show.
- Turn completed quilt over to Opportunity Quilt Tour Lead.
- Obtain a written appraisal of the quilt value.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.

During the Show

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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 prior to final show meeting, as applicable.