

Scribes Lead

Role Description

This role provides oversight for the duties of all scribes during the Quilt Show judging process.

Timeframe

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

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- A meeting should be conducted prior to the judging day to educate scribes and to ensure that everyone understands the requirements, process, timing and any other responsibilities for the scribe role.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show – Specifically during the Judging Process

- Attend the judging
- Supervise and monitor that scribes are writing down everything the judge says exactly as said in a legible manner.
- Maintain accurate paperwork and sufficient supplies for all scribing activities.

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.