

Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

Volunteer Chair Duties

The Chair is responsible for coordinating the requests from all committees regarding required volunteers.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous volunteer chair where possible.
2. Collect and list schedule times for volunteer workers in each area. This is collected from committee chairs.
3. Collect names of members willing to be volunteers and assign times and volunteer work at the show.
4. Send out reminder notices prior to the show. A thank you can be included in this reminder.
5. Publish a Master List of volunteers and positions and times in the Volunteer Room at the show.
6. Have instructions for volunteer positions available.
7. Submit itemized bills to show treasurer.
8. If you are not able to attend scheduled committee meetings, a report to the show chair must be sent in so quilt show committee can be informed of progress.
9. Submit a final report to show chair one week after show and hand in pertinent committee files and equipment.