

Westshore Quilters' Guild: Quilt Show Committee Job Descriptions

Pincushion Chair Duties

The Chair is responsible for ensuring a good continuous supply of pincushions in a timely manner prior to the upcoming quilt show.

The Chair will:

1. Read all materials from past shows carefully. Liaise with previous pincushion chair where possible.
2. Encourage members to make pincushions to advertise the quilt show.
3. Co-ordinate and provide pincushion kits and distribute at meetings.
4. Keep guild members informed of numbers of pincushions made and requirements if more needed. Update via newsletter & meetings.
5. Liaise with Advertising Chair and ensure that pincushions are sent out to participating merchants/local quilt shops/community events etc.
6. Submit projected budget to show treasurer.
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.