

## SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: QUILT SHOW CHAIRPERSON

TERM: 2 years

The Quilt Show Chairperson shall secure a location for the bi-annual Guild show. She shall solicit members of the guild to head or work on various show committees. She shall inform the President and the Board of the members of the show committee(s) and attend the monthly board meetings to update the board on the show's progress. She shall hold regular meetings to ensure that the show committees are working smoothly and discuss and solve any problems. She should work with the President and Treasurer on the financial aspects of the show and present a show budget to the board in August before the show. She is in charge of checking for insurance coverage, providing security against theft, setting entrance ticket prices, and generally ensuring that the show runs smoothly.

Written 2006