

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Show and Tell
Voting Board Member	No
Key Responsibilities	Conduct, and encourage participation in, the monthly show and tell program.
Tasks Prior to Guild Meeting	<ul style="list-style-type: none"> <li>• Find out what the program for the meeting is going to be and whether or not it will impact where the quilt stands are set up.</li> </ul>
Tasks During Guild Meeting	<ul style="list-style-type: none"> <li>• Arrive at meeting 15 minutes prior to social hour to set up.</li> <li>• Get supplies from storage at Redwood Acres which includes portable quilt stands and clips for hanging the quilts.</li> <li>• Set up several quilt stands in an appropriate place for members to use to display their quilts.</li> <li>• Assist members in displaying their quilts on the stands.</li> <li>• Solicit members to help with the show and tell portion of the meeting.</li> <li>• During the show and tell period at the end of the meeting arrange for members to help hold and display quilts not on the quilt stands.</li> <li>• Encourage members to tell the stories behind their quilts. Ask questions of them if appropriate.</li> <li>• Return quilts to owners. May want another person or two to help fold quilts after display so they are returned to the owners nicely.</li> <li>• Take down quilt stands and return supplies to storage area.</li> </ul>
Newsletter Articles	No specific articles required.
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.</li> </ul>
Financial Impact –	None

Income	
Financial Impact – Expense	None
Interfaces with which Other Board Members	Works with 1 <sup>st</sup> and 2 <sup>nd</sup> Vice Presidents to determine contents of meeting and hoe it may impact show and tell.
Interfaces with Outside people/companies	None