

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Ways and Means

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours Per Month: 5 hrs including Board and Membership meetings

Last Updated: 4/7/10

Description of Committee Function – please be specific:

- ◆ Attends all Board meetings (Meetings held every other month, 1 1/2 hours before the Guild meeting; usually last 1 hour or less)
- ◆ Sets up a table by 6:30 pm to display a selection of quilt related items for sale to members before and during break of all membership meetings, but not during the meetings. No table is set up in April (silent auction) and May (salad supper)
- ◆ Handles exploration of new items, ordering, inventory, and exchange of monies for these items.
- ◆ Arranges a backup to perform duties in case chair is not able to perform duties.
- ◆ Is responsible for all merchandise.