

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Challenge Quilts

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

Average Number of Hours per Month: 2-4

Last Updated: 2/6/2010

Description of Committee Function – please be specific:

- Attends all Board meetings.
- Provides budget information to the Executive Board for their July deadline.
- Responsible for selecting the fabric, theme, and creating the rules for the Challenge Quilts.
- Creates fabric packets with a copy of the Challenge Quilt program rules.
- Advertises and motivates members for this program.
- Arranges, with Program Chair and Quilt Show Chairs, the display and voting for the Challenge Quilts during a membership meeting in February, March or April.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Arranges with Quilt Show Chair, space for hanging, layout, and requirements at Quilt Spectrum.