

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Quilt Spectrum

Duration of Job: Two Fiscal Years (June to May)

Average Number of Hours Per Month: see notebook from last year's chair

Last Updated: 5/2010

Description of Committee Function – please be specific:

- Attends all Board meetings.
- Coordinates and presides at all Quilt Show Board meetings.
- Responsible for all activities associated with Quilt Spectrum.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Arranges location including contracts and fees; arranges for Executive Board review before committing to any contract.
- Chooses Spectrum Board members.
- Additional information in the Spectrum notebook.

(This chair serves as an apprentice the first year which also coordinates the Volunteers, and assists the current Quilt Spectrum chair. The second year is the chair they serve as a chair.)