### Quilt Show Officer

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

**DESCRIPTION**

The Quilt Show Officer is a voting position and an elected Officer of the TQG, Inc. Executive Board. She oversees all aspects of the biennial quilt show held during even years. This includes recruiting committee members and giving them assistance as needed, action as liaison between TQG, Inc. and the quilt show facility, procuring and placing of quilts, and establishing quilt show policies, with the approval of the Executive Board.

**DUTIES**

1. Has familiarity with the TQG, Inc., Constitution, By-Laws, and Policies and Procedures and this job description.
2. The Quilt Show Officer attends the TQG, Inc. Executive Board meetings. Provides Executive Board President and Executive Secretary with copies of quilt show meeting minutes and a monthly financial statement. If unable to attend the meeting, she must provide a knowledgeable substitute or written report of the prior month’s activities. This report will consist of the prior month’s activities.
3. With TQG Inc. Executive Board approval, the Quilt Show Officer locates a suitable facility for the quilt show, negotiates and signs facility contract and fulfills requirements of contract; e.g., insurance requirements, security and staffing arrangements, facility supplied furnishings and catering.
4. One year prior to the Quilt Show, the Quilt Show Officer holds monthly meetings for planning. Show theme and committees required will be determined by the Quilt Show Officer (Boutique, Publicity, Silent auction, etc.)
5. One year prior to the Quilt Show, the Quilt Show Officer provides the Executive Board with a proposed Quilt Show budget to be approved by the Executive Board, published in the newsletter and voted on by the general membership.
6. Recruit volunteers for Quilt Show Committee Chair positions. Committee chair positions used are in previous year’s books, but are not limited to those. Instructs committees in their responsibilities (keeping log books up to date), gives assistance when needed and oversees the operation of each committee. Maintains contact with committee members via e-mail and telephone for updates and changes. Assist committee members, as needed, in facilitating their jobs or help the chair in finding volunteers. Send reminders to committee members of meetings and include pertinent information from a member who may not be in attendance.
7. Appoint a Quilt Show Treasurer and Vice Chair with the approval the TQG, Inc. Executive Board. Quilt Show Officer serves as second signature authority on the Quilt Show checking account. Note: Internal controls adopted 1/97.
8. Schedules and conducts all quilt show meetings. Meetings are open to the general membership. Establishes Quilt Show policy while ensuring all decisions abide by the TQG Inc. Constitution, By-Laws, and Policies and Procedures and have TQG Inc. Executive Board approval when necessary. Quilt Show Officer should preapprove all event/gold sheet expenses for committee members before submitting remittance, if not a budgeted item. Note: may need TQG Inc. Executive Board approval.
9. Obtains and maintains contracts as needed, i.e. contract with facility for event, appraisers, etc.
10. Oversee the actual running of the Quilt Show. The Quilt Show Officer or a designated assistant must be on hand at all times to ensure proper show operation, including acting as facility liaison, supervising committee chair, providing public assistance and general troubleshooting. Must be present during set-up, show, and clean-up.
11. Recruit quilts for the Quilt Show and ensure quilt security and return to members after the show.
12. Report on current status of the Quilt Show to the membership at Chapter meetings.
13. Holds a follow-up meeting with all committee members. Makes a list of recommendations for incoming Quilt Show Officer. Try to arrange a transition meeting with new Quilt Show Officer. Maintain custody of one key to TQG Inc. Storage shed. Coordinate with set-up volunteer and Properties Chair transportation and use of frames, racks, etc. for Quilt Show.
14. Submit a complete list of revenue and expenses of Quilt Show for audit after completion of event, to the TQG Executive Board, subsequently to be published in the following month’s newsletter.
15. The President shall appoint an audit committee. The audit will be completed within 100 days following the end of the show.
16. After audit, turn all Quilt Show books and supplies over to storage and/or the President.

Treasury Matters

BB & T Bank Account for Quilt Show: #523xxxxxxxx

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

TQG is not exempt from Virginia Sales Tax.