

**Pioneer Quilters Guild  
Position Responsibilities – Challenge Committee**

1. The Challenge Committee Chairperson is responsible for leading the committee in developing the Challenge for the year, preparing the rules and the packets for the members who will participate, keeping the membership updated on the project through announcements at the guild meeting and through the monthly newsletter. The committee is responsible for the program portion of the October meeting. This involves displaying the quilts, preparing ballots for the members to vote, counting the votes, announcing the winners and presenting the prizes to the winners.
2. Approximate time commitment – The majority of the time commitment is at the beginning of the year and in October, and will vary according to the Challenge selected.
3. Number of members on committee – Two to three
4. Committee Chair and members work together and separate position responsibility statements are not required.
5. Forms used – Budget Request Form, Form for Depositing Money, Request for Reimbursement, Challenge Entry Form (available on PQG website).

6. Description of tasks/responsibilities –

December/January

- \* Pick theme and voting categories. Keep categories clear and simple.
- \* If you are providing fabric, select and purchase it, allowing enough for fifty packets. Try to buy from a shop that gives a discount for guilds.
- Determine how much you need to sell the packet for to cover expenses
- Create flyer and have fabric and flyers packaged to announce and sell at the February meeting.

February through June

- Arrive early, set up a table to sell packets, with a sign identifying the table
- Announce the Challenge during the announcement portion of the meeting
- Keep a list of all members who buy packets
- Place a monthly article in the Guild newsletter
- Submit Request for Reimbursement for expenses to date
- Prepare Form for Depositing Money and turn money in to Treasurer

August through September

- Make announcement at each Guild meeting, informing of entry form and need to bring it with finished quilt
- Submit article for each newsletter
- Purchase gift certificates for winners of voting categories
- Talk with the President about time at the October meeting for voting and counting ballots
- Contact the member who stores the quilt frames and sheets so they can be brought to the October meeting to display quilts. Double check near the end of September.

- Prepare a kit containing the following in preparation for the October meeting
  - o Ballots
  - o Safety pins
  - o Pencils
  - o Extra entry forms
  - o Gift certificates

#### October

- Arrange for a couple of other members to help with the event
  - Arrive early for the meeting (by 6:00 PM)
  - Set up frames
  - Set up a location to collect the quilts (entry form on back side, name hidden). Have pencils, forms, etc. ready. One person can do this.
  - Hang up the quilts before the meeting starts
  - Announce the voting process during announcements; pass out ballots
  - Have a collection basket or box on table to collect ballots
  - Tally results of voting (two people can do this)
  - Announce the winners, present gift certificates and have all winners come forward to show their quilts.
  - Submit Request for Reimbursement for final expenses
7. Financial Information – Submit a Budget Request Form to the Treasurer in January.
8. Transition – As soon as the Challenge Committee chair is selected (by December meeting) turn over the committee files and discuss details. Be available to answer questions as they come up.