

Kempenfelt Quilters' Guild
Job Description

Position: Display

Revised: May 2012

1. PURPOSE OF THE JOB

Display the quilts/garments of our guest speakers during general meetings.
Display member's quilts/garments during the Show and Tell portion of the meeting.

2. PRIMARY RESPONSIBILITIES

- Get ladders out of cupboard (that is shared with the Library) before meeting.
- Set up ladders on the stage and get extra white gloves for volunteer folders.
- Put tape on steps as safety precaution.
- Climb ladders and hold quilts when called upon.
- Place ladders back into cupboard and lock cupboard if the library is cleaned up when the meeting is over.

3. SECONDARY RESPONSIBILITIES

- Maintain inventory of ladders and gloves, making sure they are put away.
- One member of Display to attend Executive meetings; all are welcome.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archive.
- Attendance at Executive meeting is not required, but members are welcome.
- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

N/A

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to safely climb & stand on a ladder.
- Ability to hold quilts above your head for a period of time.