

Display Job Description

PURPOSE OF THE POSITION

These positions display the quilts/garments of our guest speakers during general meetings and the quilts/garments during the Show and Tell portion of the meeting.

Primary Responsibilities

- Check in with the Vice-President when arriving at the guild meetings to ensure that there are enough volunteers for the meeting.
- Get the ladders out of the guild cupboard before the meeting.
- Set up the ladders on the stage and get extra white gloves for volunteer folders.
- Put tape on steps as safety precaution.
- Climb the ladders and hold quilts when called upon.
- Place the ladders back into the guild cupboard and lock the cupboard when the meeting is over.
- Maintain an inventory of ladders and gloves, making sure they are put away.
- Write an annual report of activities, one copy for the incoming member(s), one to the President and one to the Secretary for the Archives.
- Prepare orientation materials for the incoming Executive member; meet if desired.
- One member to attend the monthly Executive meeting; all are welcome.

Financial Responsibilities

- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

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.