

Duties of the TBQ Guild Show and Tell Committee Chair

The Show and Tell Committee Chair:

- maintains a list of names of members who are sharing a quilt at the general meeting
- displays the quilt brought by members to the general meeting
- solicits help from the membership to hold up larger quilts
- sets up a display area for the smaller quilts to be shown
- submits completed ‘Request for Reimbursement’ forms, along with receipts to the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President.