

Chair

The chair will probably have served two years as Vice Chair and may have undertaken another role on the committee at the same time so will have an idea of what is involved.

This role also changes with every new Chair (and committee) as each Chair will bring something personal to the job. It is probably the most difficult role to define.

Basic requirements are to:

Head the committee, supporting and liaising with other committee members and running the committee meetings – a minimum of four per year.

Plan challenges, events and occasional trips to assist with a lively programme for BQ.

Run the monthly meetings:

Liaise with the Programme Secretary in order to introduce the speaker for the evening.

Encourage members to sign up for workshops.

Gather all information to be given out at the beginning of the meeting about trips, other things going on etc.

Do Show 'n' Tell at the end of the meetings.

Make sure everything is in order at the end of the meeting.

Write a monthly newsletter and post in the Members' Area of the website with news; important information re: events etc.; dates for diaries; links about anything potentially of interest to BQ members.

In June compose an email to members regarding membership renewal and agree whether it will be sent out by the Chair, the Treasurer or the Membership Secretary.

Ensure the website is regularly updated in liaison with the Webmistress. The Vice Chair and Secretary will also have access to this and so liaising with each other is important.

Ensure that contact is kept with Alumnae from time to time during the year; this should mostly be done via the Membership Secretary.

The website is set up so that any enquiries are forwarded to the Chair who will deal with it appropriately.

Some chairs will have Quiltfest during their two years; others won't, as this is a triennial event. There will, however, be a lot of planning which must start in plenty of time so there will always be some overlap. There is a completely separate committee for Quiltfest and the chair will need to ensure the chair for this is in place two years before the exhibition.

Be prepared to be a troubleshooter at times! Tact and diplomacy required!