



CANBERRA QUILTERS INC
SINCE 1976

Canberra Quilters Inc.

ABN 49 327 425 805

Duty Statement – Exhibition Coordinator

As a member of the Canberra Quilters' Committee, the Exhibition Coordinator contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives through the organisation and running of the annual exhibition. These duties are undertaken in accordance with the Canberra Quilters' Constitution.

General:

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.
- Liaise regularly and closely with the Newsletter Editor, Communications Officer, Publicity Officer and Sponsorship Officer in relation to the organisation and advertising of the annual exhibition; and with the Sales Room Team, Quilts for Others and the Executive.

Committee and Financial Responsibilities:

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on progress of exhibition arrangements. Where appropriate, seek approval from the Committee for funding variations or input on decisions which may impact on the running of the exhibition.
- The Committee as a whole approves spending by the group. The Treasurer will seek approval for spending at Committee meetings or via emails if it is urgent.

Meetings:

- Chair the Exhibition Sub-committee meetings to ensure it focuses on delivering a successful exhibition.
- Where possible attend all daytime meetings and evening meetings and inform members of exhibition progress, and encourage their participation in all aspects. If unable to attend, advise President or daytime co-ordinator of any announcements.

Exhibition Administration:

- Co-ordinate/oversee all exhibition arrangements including venue, carrier, furniture hire, official opening and guest, catalogue, judge, awards and certificates, publicity, printing, raffle, photography, volunteer roster, viewers' and hangers' choice voting.
- Maintain the exhibition timeline.
- Together with the President, liaise with our major sponsors as required, to ensure their requirements are met prior and during the exhibition.



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- Prepare budget for exhibition based on previous year's financial report.
- Liaise with Sub-committee members as timelines require and, in particular, liaise with the Exhibition Secretary, Publicity Officer, Raffle Co-ordinator, and Exhibition Designer.
- Be available for entire exhibition, including the judging and set-up days.
- Ensure exhibition photos from Photography Day are provided to the Publicity Officer for post-exhibition publicity and magazine requirements.
- Keep comprehensive files for future Exhibition Co-ordinator.

Connecting Threads, CQ Website and Blog:

- Ensure articles are submitted in each Connecting Threads newsletter. Deadlines are the evening meetings in February, May, August and November.
- Monitor web page content for pages which are directly relevant to the exhibition.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.

Other duties:

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.