



### **Challenge Chairperson -- Job Description**

- I. With a committee, set parameters for the Challenge in November.
- II. Publish the parameters and entry form in December. Ask the Newsletter Editor to publish these in the newsletter 3-4 times through out the year.
- III. Promote the Challenge at guild meetings.
- IV. Coordinate and oversee the Challenge at Museum Comes to Life.
  - A. Schedule volunteers for the Challenge, Museum Comes to Life and for the tasks in this list.
  - B. Warp the Museum Loom.
  - C. Warp table looms for demonstration.
  - D. Print ballots and entry tags.
  - E. Collect fees and entries.
  - F. Gather items being entered from participants.
  - G. Set up Challenge Display.
  - H. Weaving on Looms.
  - I. Spinning demonstrations.
  - J. Hand out ballots.
  - K. Display guild promotional materials.
  - L. Clean up.
  - M. Tally ballots.
  - N. Award prize money at October meeting.
- V. Orient a successor.

Revised November, 2008