



Challenge Chairperson -- Job Description

- I. In November, form a committee and set parameters for the Challenge.
- II. In December, publish the parameters, entry form, and any prizes offered. 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.
- V. The following is a list of tasks that may be included in organizing the Challenge:
 - A. Schedule volunteers for the Challenge and Museum Comes to Life
 - B. Schedule volunteers for the specific tasks in this list.
 - C. Warp the Museum Loom.
 - D. Warp table looms for demonstration.
 - E. Encourage Spinning demonstrations.
 - F. Print ballots and entry tags.
 - G. Collect fees and entries.
 - H. Gather items being entered from participants.
 - I. Set up the Challenge Display.
 - J. Hand out ballots.
 - K. Include guild promotional materials in the display.
 - L. Clean up.
 - M. Tally ballots.
 - N. Announce winners and award prize money at October meeting.
- VI. Give updates about guild activities to the Social Media Chairperson, as needed.
- VII. Give updates for the guild website to the Webmaster, as needed.
- VIII. Orient a successor.

Revised December, 2021