

# Illinois Prairie Weavers

## Challenge Committee Chair Responsibilities

### In General

Since 2004, the Guild has been encouraging an annual weaving challenge for guild members. The Challenge Committee Chair is appointed by the President to serve in the role of running that challenge. There is no term limit.

As a Committee Chair of the Guild, the Challenge Chair is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (job description is attached) and expected to attend and actively participate in those meetings.

The Challenge Chair may seek volunteers to serve as a committee, if this would help with challenge responsibilities.

### Specific Duties

Take possession of the challenge records from the prior Challenge Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Challenge Chair to learn specifics about doing the job, or train your successor.

Attend monthly Guild and Board meetings, reporting as Challenge Chair and obtaining any input or assistance you need for Challenge or other matters.

Come up with a new Challenge topic each year so that members are challenged in various ways, hopefully encouraging all members to participate at some time in the Challenge.

Challenges are usually “due” in December, and serve as the December program. It is usually best not to begin any creative or voting process for determining the next year’s challenge topic until January, after the last challenge has been presented to the Guild.

Report and seek input at monthly Guild meetings. Voting on topics is enjoyed by the Guild members and can take place at monthly meetings, usually between the meeting and the program, but can also be by a show of hands at the meeting.

Submit Challenge news for the newsletters, Guild web site, and the yearbook. Send guild e-mails if desired to encourage participation and remind members of deadlines.

Serve as the facilitator for the December Challenge Show & Tell program.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year’s Challenge to the Treasurer by March to be included in next year’s budget.

Make a written summary report to the Executive Committee in June.

Review this job description (and any checklists) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

### Estimated Time Commitment

- ~ 1-2 hours monthly, January to June (or until Challenge topic is determined)
- ~ 2-3 hours annually on checklists, job description, communication, identifying new ideas, making posters, etc.
- ~ Plus time at Guild and Board meetings

(07-05-12 - Barbara Holman)