

Kansas Capital Quilters Guild

PROPERTY CHAIR Job Description

1. Maintains detailed listing of items and durable equipment, including but without limitation, inventory acquired or used by the Guild, such as quilt show items, quilt racks, collars, display racks, tablecloths, tickets etc.
2. Lists shall include location, condition, amounts, and any contracts for rentals etc.
3. Serves as the contact person regarding the storage area for the quilt show equipment etc. It is their responsibility to keep the key for storage.
4. Work with the quilt show chairman(men) regarding the transport and return of the quilt racks etc. for the quilt show. It is NOT the Property Chair person's responsibility of actually transporting the equipment, just work with the person appointed by the guild.
5. Clean the storage area as necessary. A great time to do this is during the quilt show as the storage area is nearly empty. Also clean and organize the storage area behind the stage at the Women's Club.