

## **“Ask Me” Stations Chair**

The “Ask Me” Stations Chair (1) organizes and works to staff stations throughout the Fair grounds to provide information and directions to Fair visitors; (2) obtains initial supplies of Museum, Guild, and Fair literature for Fair distribution, (3) provides training to the volunteers, and (4) ensures that the “Ask Me” tables are stocked with Museum, Fair and Guild literature.

The Chair is appointed by the Fair Chair and in turn recruits about 40 volunteers to assist as part of an informal committee.

### **The Chair:**

- Reports progress and problems to Fair Chair and attends all Fair meetings scheduled by the Fair Chair.
- Recruits and trains about 40 volunteers to ensure coverage for the Fair “Ask Me” stations.
- Acknowledges, by thank you note or other means, appreciation for the work done by volunteers working on this committee.
- Returns undistributed literature at the end of the fair.
- Reviews the Guild Member website to determine if the Chair description in the public area accurately reflects current work requirements, and sends any necessary changes to the Fair Chair.
- Attends the Indian Fair & Market Wrap Up Meeting and submits an unbound report to the Fair Chair.

### **Tasks**

- Consults with the Fair, Staging, and Signage Chairs concerning location and signage needed.
- Recruits volunteers through the Volunteer Chair committee, Corporate Volunteer Chair as well as through personal effort.
- Schedules and trains volunteers.
- Submits a list of volunteers to the Volunteer Placement Chair and/or Corporate Volunteer Chair to print volunteer badges.
- Creates a notebook and obtains a large map for each of the stations.
- Sets up “Ask Me” stations on Friday prior to the Fair, and removes all undistributed materials from the stations at the end of the Fair on Sunday.
- Oversees the “Ask Me” stations as volunteers provide information and directions to Fair visitors.

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