

## Volunteer Placement Committee Chair

### Chair

The Volunteer Placement Committee Chair oversees the Committee that is responsible for recruiting, as a backup resource, a pool of backup volunteers from internal and external sources for the Fair to assist Chairs. The Chair is appointed by the Fair Chair and may select others to assist if necessary.

### Tasks:

- Reports progress and problems to the Indian Fair & Market Chair.
- Attends all Fair meetings scheduled by the Fair Chair.
- At the end of the year, reviews the committee job description posted on the Guild website, and submits any changes to the Fair Chair.
- Attends the Indian Fair and Market Wrap up Meeting and submits Committee Report to the Fair Chair,
- Reviews budget, advises Fair Chair of any overage above \$500 as this must be approved by the Guild Board.
- Consults with all the Committee Chairs in recruiting volunteers for the Fair, particularly the Corporate Volunteer Chair to ascertain if backup volunteers are needed.
- Writes and submits articles requesting volunteers for inclusion in the appropriate issues of Happening Now, or any other Guild or Museum-related publications
- Designs and prints Volunteer Request forms for insertion with the articles.
- Attends the General Fair meetings.
- Confers with the Fair, Staging, and Signage Chairs concerning booth and signage needs.
- Compiles a list of volunteers including name and volunteer assignment.
- Prepares name tags for all volunteers and other non-artist groups as required (examples: Food Vendors, Entertainers, and Performers).
- Ensures that badges for Thursday are distributed early to the Juried Competition Chair.
- Ensures badges for Friday Best- of- Show are prepared and placed in Security for Friday night, and that all other Fair badges are distributed at the Volunteer Placement Booth on Saturday and Sunday.
- Notifies volunteers to turn in their badge after they have completed all of their volunteer assignments.
- Consults with Heard Shop and any other Museum department that will have workers during the Fair, and makes volunteer name tags for them, to include sponsors and members of non-profits who staff information booths.
- Sets up the booth on Saturday prior to the Fair and cleans out the booth when the Fair ends on Sunday.
- Submit vouchers (with receipts) for expenses to the Guild Treasurer.