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| ***NMQA Fiber Arts Representative Job Description*** |
| Primary Responsibilities | Calendar of Activities | Activity Detail |
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|  | Even years | \*The representative attends the fiber arts meetings as scheduled.\*At the end of the even year… the year before the schedules fiber arts fiesta, the representative attends the monthly meeting (3rd Friday of the month) and report back to the board and the membership the events of fiber arts. \*The odd months before the four months before the Fiesta are busy sharing information and scheduling volunteers for the Fiesta. |
|  |  |  Attends the planning meetings for the quilt portion of the show. |
| Quill article | Bimonthly | Writes articles for the quill, schedules and arranges for the volunteers (both white glove and general) to help during the fiesta.  |
|  |  | \*The representative also helps with the judging and hanging of the quilts for the show.\*Reminds the volunteers of their scheduled work times and be available to assist as needed to ensure a great fiber arts show. |
|  |  | \*reports to the Volunteer Coordinator names of all the volunteers for the event. |