



SHOW CHAIR

1. Provide leadership for all the activities leading up to the staging of the show.
2. Set up the Show Committee and ensure that all required positions are filled. Where possible, encourage participation by members of previous years' show committee.
3. Hold show committee meetings as required. As a minimum, four preparation meetings are recommended, in October, December, February and March.
4. Promote the show at monthly Sunday meetings. Solicit volunteers as needed
5. Be available to step in for any committee member who cannot continue to participate
6. Make sure there are enough volunteers for all positions before, during and after the show
7. Delegate activities to committee members - do not try to do everything yourself!
8. Remember that the show organization is intended to be a fun experience for all involved. Do not run the show committee in an autocratic style
9. Try to accommodate the needs and wishes of all involved in the show, both participants and organizers
10. Be available to resolve any problems and issues with the show committee if necessary. Make decisions as needed if issues arise (for example, if a participant requests to move location or needs additional facilities). Assist in resolving any issues or disputes which arise during judging (unlikely).
11. Hold wrap-up meeting in May to review the Show successes and shortcomings and capture suggestions for improvements and changes for next year. Produce a report of the show for use by next year's Show Committee.
12. Report status to Executive during the year.

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