DUTIES of the WEERCARE TRUNK SHOW CHAIR
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Overview: The role of the WeeCare Trunk Show Chairperson is to facilitate the SAGA national service project, WeeCare, and to promote that program amongst the SAGA membership. This is accomplished by rotating a group of donated WeeCare items amongst the chapters who request it. During the course of your service to SAGA as WeeCare Trunk Show Chair you will be in possession of proprietary SAGA information, which is to be kept in confidence both during and after your SAGA service.

SAGA Board Relationship

• Responsible for arranging for the set up of the WeeCare exhibit at the annual convention, to display garments made by members to inspire creativity and to encourage booking for the trunk show
  ○ Assemble a new WeeCare Trunk Show every other year. Determine how these gowns will be solicited. Make labels with information about the stitcher, pattern, design, fabric, trim, and technique. Make folder with inventory list, guidelines, and shipping schedule. Pack in archival bags.
  ○ Work with Meeting Coordinator to determine location of display and space requirements. Determine when space is available for set up, preferably Tuesday afternoon.
  ○ Determine availability of stored display materials. Arrange for additional display materials if necessary.
  ○ Arrange with a local chapter for a person to receive the trunk show shipment and bring it to the convention site. Determine who will pick it up or ship it out at convention close.
  ○ Arrange for set up of show. Display a Trunk Show sign and have information about trunk show booking available.
  ○ Arrange for show to be packed up late Saturday or Sunday morning. Coordinate with the person picking up or shipping the show.

• Work with SAGA Stitches chair to broaden WeeCare

• Provide articles, information, or ideas to SAGA News Editor for featuring WeeCare in at least one issue annually – in conjunction with the WeeCare Chair

SAGA Membership Relationship

• Coordinate with chapters to schedule the WeeCare Trunk Show
• Provide inventory and guidelines for Trunk Show display and shipping
• Track mailing of the trunk show between chapters
• Collect fees and deposits from chapters. Send fees to business office. Return deposit checks to chapters when show is shipped to next scheduled chapter on time and in good condition
• Replace shipping box as necessary
• Solicit new items for the WeeCare Trunk Show every two years
Communications

- Maintain communications with the Board and fellow SAGA members to progress SAGA business
- Provide a Board report to the Vice President by the 5th of the month stating:
  - Maintain the status of the WeeCare Trunk Show bookings

Expenses

- Shipping of trunk show
- Labels, box, archival bags for trunk show in alternate years