DUTIES OF THE DESIGN SHOW CHAIR
designshow@smocking.org

Overview: The role of the Design Show Chair is to facilitate a Design Show for all eligible SAGA members during the annual National Convention. During the course of your service to SAGA as Design Show Chairperson 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
  • Serve as liaison between SAGA Board, SAGA members, and participants in and evaluators of Design Show
  • Forward articles announcing Design Show, guidelines, and entry forms to SAGANews Editor in a timely manner for publication
  • Forward Design Show entry form to Convention Committee Chairperson in a timely manner for printing in convention brochure
  • Forward current information on Design Show for posting to SAGA website
  • Obtain three Design Show judges; notify the President and VP of Membership
  • Maintain needed supplies including award ribbons, hangers, white gloves, display mannequins, office supplies, etc.
  • Print and have readily available at convention all entry tags, program brochures, People’s Choice ballots, judges’ scoring sheets, and award certificates
  • Assure that participants have submitted articles to the correct division based on the SAGA Design Show criteria for Professional and Non-Professional
  • Appoint a committee to assist during judging; arrange for “white glove volunteers” to help display and watch over the entries during the evening of the show

• SAGA Membership Relationship
  • Accept entries and correspond as needed with Design Show entrants
  • Maintain a log of Design Show entries
  • Award Artisan points to participants per established Design Show guidelines; forward awarded points information to Artisan Chair
  • Coordinate photography of winning submissions for publication in SAGANews
  • Report names of winners to the SAGA Board and SAGANews Editor for congratulatory letters and publication
  • Send winner information to SAGA Historian along with a copy of the program
• **Communications**

• Maintain communications with the Board and fellow SAGA members to progress SAGA business
• Provide a Board report to the VP of Membership quarterly by the SAGA News deadline outlining the activities that have occurred in the prior month and submit an annual report two the President prior to convention.