

## **Pioneer Quilters Guild Position Responsibilities - Programs**

### 1. Summary description of position/committee responsibilities:

Responsible for scheduling speakers, contracts for workshops and lectures, arranging locations for workshops and collection of payments for workshops. In addition, responsible for programs that do not include speakers (e.g. Christmas party, flea market, mentor night and in conjunction with membership, new members meeting)

### 2. Approximate time commitment:

- a. Weekly -Varies, depending on speaking commitment
- b. Monthly-Monthly program, dinner with speaker, set up and take down of meeting equipment, newsletter article
- c. Yearly- Budget and overall calendar of programs for the year

### 3. Number of members on position/committee: Program Chair and Program Chair Elect.

### 4. Summary description of Program Chair Elect:

Program Chair Elect assists Program Chair while learning the position and scheduling speakers for the following year.

### 5. Detailed description of tasks/responsibilities:

Set up schedule of events for each month, establish budget, and hand off materials to new Program Chair for upcoming year. Visit NCQC quarterly or discuss meetings with NCQC representative. Contact speakers for next year to discuss dates and negotiate costs. Send out contracts in duplicate to speaker as soon as dates and costs are agreed upon. Continue contact with speaker by e-mail monthly with reminders, invitation to dinner with board before the meeting. The night of meeting meet speaker before dinner, invite board members. Help set up requirements of speaker (tables, quilt racks, power point presentations, check with facility manager). Program Chair- Announce speaker. Help take down materials at end of meeting. If speaker is staying with a member or at a hotel be sure speaker is able to find location. Request from speaker invoice and give to treasurer. Pay speaker by end of the night. If monthly meeting does not have a speaker set up room accordingly for event (Christmas, new members, flea market, mentor night or Community Service). Workshops- schedule workshops several months in advance. Day of event help speaker set up. Provide lunch for speakers if necessary. If speaker is staying with a member, member may attend the workshop for free. Each month announce upcoming events. Have a sign-up sheet and envelope for checks for each workshop, \$40 for members, and \$45 for nonmembers. Before workshop give checks to treasurer with revenue submittal form. Keep bottom portion for records. Monthly newsletter article must be submitted Friday after meeting. Discuss upcoming meetings with board members. Board meeting are the Monday previous to the general meeting at the President's home.

- a. Yearly tasks- set up calendar of events, budget
- b. Quarterly tasks- following correspondence with speakers, visit NCQC Meet the Teachers, reserve space for upcoming workshops.
- c. Monthly tasks- board meeting, general meeting (set up ,reimbursement of speaker, take down and sign up of upcoming workshops), set up of current workshops, newsletter article

- d. Weekly tasks-varies
- e. Other tasks -Work with Treasurer on reimbursements for materials and speakers and revenue submittal forms.

5. Financial Information:

Budget - 2009 budget was \$5,000. Recommendation from the board is to increase the budget for programs to bring in speakers from outside the area with national recognition. Attendance at the annual budget meeting in January is required from both the Program Chair and Program Chair Elect.

6. Transition: Transition should be ongoing throughout the year with final hand-off in December.

7. Other notes:

Workshop venues are Beverly's in Rocklin, Shepard of the Sierra Church. To accommodate working member consider Saturday or Sunday workshops.

8. Recommendations for changing or updating position/committee responsibilities:

For the new members meeting, work with Membership Committee to create nametags and include new members that have joined the previous year. Increase budget with consent of Board.