**Calico Cut-Ups**

**Programs Job Description**

1. Solicit input from the membership regarding possible speakers, workshops, etc.
2. Optionally recruit a Program Co-Chair or Committee to assist.
3. Plan and arrange programs for each regular meeting (second meeting of the month).
4. Work with Vice-President to include any equipment needed or room setup as required for programs.
5. Work with the Community Service Chair to allocate 2 or 3 meetings per year to Charity Sewing.
6. Ensure that all speaker/class (if applicable) fees are within the approved budget.
7. Notify Treasurer regarding any fees that need to be paid.
8. Accept registration and fees.
9. Confirm with each guest speaker before a scheduled program as a reminder of the place, date, time, subject, and rate of pay.
10. Introduce the speaker/trainer and handle any details of the event.
11. Give a monthly report at each Board Meeting and at each General Meeting.
12. Provide updates to the webmaster to ensure all current and upcoming programs and classes are publicized.