



Established September 2014

Job Description

Program Chair: Responsibilities include, but are not limited to:

Monthly:

- Attend board meetings, or send another committee person in her place.

Bi-monthly:

- Attend all general meetings.
- Attend all sew-ins on opposite months.

On-going:

- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Look for continuous improvement suggestions and bring these to the attention of the board.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Working with a committee consisting of the chairperson and 2-3 members at large, research, plan and execute entertaining, educational and inspiring programs for the guild appealing to all members (whether beginners or experts) covering traditional, modern and art quilt mediums. A typical 12 month schedule shall ideally include:
 - Three national level teachers per year, with two of these presenting during the April through October period when most of our members attend.
 - One month for members to teach specific skills (i.e. schoolhouse techniques)
 - One night for a picnic or potluck with fund raisers and/ or games.
 - One night for presentation of our challenge quilts plus additional projects or demonstrations.
- Sign all speaker contracts, including the dates, name of the lecture, classes chosen, and all relating expenses/information (i.e. lecture fee, classes, travel, lodging, meals, per diem, misc. special equipment needed, min/max number of students, supply lists, number of tables needed, display and sales, and any other special needs of the teacher).
- Set the speaker/programs schedule based on holidays or building availability.
- Finalize the program calendar at least 12 months out at all times.
- Confirm national/top tier speakers 2-3 years ahead.

- Work with the guild treasurer to set workshop fees (or other educational opportunities) before announcing to membership. Workshop fees for non-members shall be \$10 more than guild members.
- Allow 4 months in advance for workshop sign up, reserving priority sign-up for guild members. Paid registration reserves a spot in the class.
- Promptly turn in all checks received for workshops to the guild treasurer.
- Communicate about upcoming speakers, events, workshops, sign-up lists, etc. at general meetings and work with the webmaster, the Facebook facilitator and membership chair as needed to ensure all program information is uploaded to the website.
- Provide supporting copies to the treasurer of all relating fees and expenses (i.e. speaker contracts, travel, meals, workshops, equipment, etc.).
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

Revision (bsb) 2016-10-25