

# ***Village Quilters Job Description Program Chair & Co-chair***

(As of August 2010)

## **Duties according to Village Quilters Bylaws:**

### **Article VI – Duties of Standing Committees:**

**Section 2.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

**Section 3.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

## **Policy & Procedures affecting Job:**

### **Administrative:**

c) The Program Committee shall consist of a chair and co-chair. The co- chair will serve as chair of this committee the following year.

g) A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.

### **Financial:**

**a)** All fees related to Association dues and activities shall be by check only. No cash will be accepted unless noted otherwise.

**b)** Fees for any class, workshop, lunch or trip will **NOT** be refunded unless the participant cancels either one week in advance of the event OR prior to the announced deadline whichever comes first. It is the responsibility of the participant to call the coordinator of the event to let her know she won't be attending, even if past the cancellation date, so that others on the waiting list can be contacted.

**d)** The program chair has the authority to commit money as designated in the approved budget, absent a signed formal contract.

**e)** A guest fee of \$5.00 may be collected at the entrance for meetings designated by the Program Chair as being professional speaker programs. Further, if a guest pays the \$5.00 fee and then joins the Association that day, the guest fee will be applied towards the full membership dues.

**f)** The Guild may underwrite speaker class fees up to OR equal to the dollar amount it would cost to cancel the class if already past the speaker's designated cancellation date.

## **SUMMARY:**

- Working on this committee is a two-year commitment. It is understood that the Program Co-Chair goes on to become Program Chair the second year.
- The Chairman will coordinate all functions and carry out plans for the current year, execute the planned schedule, hostess the speakers scheduled or book accommodations, coordinate programs and classes, and mentor the new co-

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chair.

- The Co-Chair will work to fill/book the program schedule for the following year and research and book speakers for subsequent years as well because many speakers are booked 2 to 3 years ahead.
- The Co-chair will also help the Chairman with all functions of the committee, class signups, etc., as well as learn about the chair position.

## **Duties & Responsibilities:**

### **Chair - Execute Planned Schedule during the year:**

- Establish a committee to help during the year. The committee would be available to help Chair and co-chair at the sign-up table. When you have speakers coming in subsequent months, you will have sign-ups for classes during three different months which requires more help at the sign-in table.
- Make an announcement at each guild meeting about upcoming programs.
- Coordinate with the speaker for travel, preferences for housing (in-home or hotel), meals and any other special needs and finalize all details of all programs especially speaker programs where a hotel may be needed, equipment and/or visual aids for the lecture, supply lists for planned classes, etc.
- Be responsible for all aspects of the on-going programs such as prep for sign-ups, actual sign-ups, follow-up of supply lists, attendants reminder emails etc.
- Serve as "hostess" for the speaker when he/she is in Tellico Village. As "hostess", be responsible for planning all meals for the speaker including lunch after the meeting, lunch during an all-day class day plus dinner when overnight stays are involved. Beginning in 2008, the chair hosted dinners at homes - speakers enjoyed this because they got to know some members before class and learn more about The Village Quilters rather than just coming here to "work". Dinners may be pot luck style in the home or out at a restaurant. You may want to invite six to eight members from the class attendees and/or the board to join you. All speaker meals are an accepted reimbursable expense - members pay their own.
- Introduce the speaker at the guild meeting, help the speaker during set-up and takedown, provide equipment and/or audio visuals as needed, provide help with any sales of speaker's goods as needed.
- Assist the instructor during class as needed, perhaps collecting money for sale of templates, books, etc.

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- Start sign-ups for speaker classes about 3 months in advance to see if there is enough interest to warrant the class. If cancellation is necessary, it should be done 4 to 6 weeks prior to the scheduled program date or according to any cancellation policy in the signed contract if there is one. Most speakers state how many students they will accept in a class. It is usually 20 students with an additional fee per student for more than 20 students.
- Prepare sign-up sheets and supply lists (provided by the speaker) for distribution to class participants by hard copy and/or on the website.
- Collect a check from each participant which reserves her place in the class.
- Establish a "cancellation" date after which they will not receive their money back if they cancel.
- The Chair does not have to pay to participate in the class.
- Coordinate all other activities of the programs.
- Coordinate with the Treasurer for payment of all fees to the speaker.
- Oversee and assist Co-Chair with the budget preparation prior to submission.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record you may have to the secretary prior to year end if it is called for in the policy such as executed contracts.
- Present reservation checks and forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.

### ***Co-Chair - Schedule Speakers for the next year & Subsequent years:***

- Schedule programs for 10 of the 12 monthly meetings (excludes June and December luncheon meetings). In the even numbered quilt show year it would be 9 of 12 meetings.
- Review the program schedules from the past few years so similar types of programs are not booked too frequently. Many nationally-known quilt speakers/instructors have websites where you can find out their future schedules plus the costs of lectures and classes. Contact the professional via phone or by e-mail to check availability. Other sources are book professionals listed on C & T Publishing's website, the American Quilt Society's website, various contributors to quilting magazines or AQS Show instructors.

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- Consider five to eight "out-of-town" speakers depending on estimated costs for each particular speaker. Use the projected/proposed budget as a guide when booking for subsequent years. However, the more actual bookings in those subsequent years, the better the projected budget becomes for those years. Since the classes are paid for by participants, the remainder of all speaker expenses (travel, food, lodging, lecture) are paid for by the guild. Use the treasury projections for an estimated annual dollar amount - theoretically one third to one half of quilt show profits may be available for programs each year after the quilt show occurs.
- Send the speaker a contract to firm up any agreed upon date. Send two copies of the contract, and ask speaker to sign and return one copy to you, and then keep the second copy. The contract should include a cancellation clause. The contract should be signed by a Village Quilters officer. The chair can provide copies of the contracts used for previous speakers. Copies should go to the secretary for the permanent file.
- Decide with the speaker which topics will be used for the lecture and/or class(es) if offered. The location of the classes will be the Chota Room A.
- Schedule other fill-in programs such as a demonstration stations, local professionals, a local quilt shop, White Elephant Sale, quilter's storytelling or other local programs of interest relating to quilting.
- Prepare a budget for consideration and approval by the Village Quilters Board for the following year when booking is finalized or prior to the Guild budget time period of September to November. Use actual fees for lectures and classes and estimate expenses for travel, lodging and meals. Estimate program revenues which are expected to cover the instructor's class fees. If any programs were pre-booked in prior years, a preliminary budget for these programs may exist in the previous year's numbers; if so, complete the budget as stated above. In addition, provide preliminary (or updated) expense/revenue projections for all booked programs for any subsequent years.