

Village Quilters Job Description Workshop Committee

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** 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:

The Workshop Committee shall be appointed by the Vice-President by October to allow the committee preparation time for the following year.

Workshops & Programs:

1. Workshops are sponsored by the Guild and paid for by the participants of the workshop. Participants must be a member of the Guild. The fee for a workshop taught by a member shall be the cost of provided materials or a minimum of \$5.00.
2. Any member in good standing may teach a Workshop and receive an appreciation gift as stated in the section below.
3. Additional classes may be presented by Guild members. The instructor shall be responsible for scheduling the class, reserving class space, setting and collecting the fees, and managing cancellations. The Guild will allow the announcement of the class at the meeting and/or in the E-Bulletin.

Financial:

1. All fees related to Guild dues and activities shall be by check only. No cash will be accepted unless noted otherwise.
2. Fees for any workshop will not be refunded unless the participant cancels prior to the announced deadline. It is the responsibility of the participant to call the coordinator of the event to let them know they won't be attending, even if past the cancellation date, so that others on the waiting list can be contacted.
3. Workshop instructor appreciation gifts shall be in the amount of \$5.00 per participant registered for the workshop at the time of the cancellation date. Any excess funds will be deposited in the Guild's general fund.

Duties & Responsibilities:

- The Workshop Committee works best composed of at least three (3) members. The Chairperson will coordinate and steer the committee's activities. With a three person team, the 10 months of workshops could be divided between the team members and then each would be responsible for overseeing those assigned activities.
- The subject of the workshops will be determined by the committee as a whole based upon the requests, desires and/or input from the general membership. It will also depend on the availability and willingness of guild members to be a workshop instructor. It may be useful in determining and scheduling workshops to solicit suggestions on subject matter from the

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membership as soon as appointed to committee. It may also be helpful to communicate with the Program Chairs to minimize any subject overlap between the two committees.

- Workshops may be scheduled on the third and/or fourth Thursday of each month.
- Sign-ups for a workshop should start 2 months prior to the time it will be given with a stated cut-off and refund deadline. Checks are held until the deadline then turned over to the treasurer.
- A committee member should follow-up with the scheduled instructors to make sure they supply any needed samples, supply lists etc. two months prior to their scheduled workshop so those items are available at the time of signups.
- A committee member should be available at the workshop to help the instructor as needed.
- As soon as appointed, the workshop committee should prepare an annual schedule prior to the beginning of the year. Supply all updated, current schedule information to the Web Editor including date, time, instructor and a short synopsis of the class.
- A committee member should report the number of paid members less bona fide cancellations to the treasurer for payment of the instructor's appreciation gift. Paid "no shows" will still be entitled to receive class instructions.
- One of the committee members should be present at the monthly board meeting to report on the current and upcoming activities of the committee.
- Keep all workshops supplies in the cabinet in good working order and/or replace items as budget allows or as board approves.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
- Present reservation checks and forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.