

# **Village Quilters Job Description Workshop Committee**

(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:**

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

### **Workshops & Programs:**

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

### **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 them know they won't be attending, even if past the cancellation date, so that others on the waiting list can be contacted.
- c) Workshop instructor appreciation gifts shall be in the amount of \$5.00 per registered members for the workshop less actual cancellations.

# ***Village Quilters Job Description*** ***Workshop Committee***

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## **Duties & Responsibilities:**

- The Workshop Committee works best composed of at least three (3) members.
- The group may work in one of the following methods as directed:
  - a) the President may name a Chairperson for the committee, OR
  - b) the group may pick a Chairperson for themselves, OR
  - c) the group may work as a team without a designated Chairperson; each member sharing equally in planning and overseeing all workshops.
- If there is a Chairperson named, then that Chairperson will coordinate and steer the committee's activities with input from the other members; OR, if no Chairperson is named, then the team of three will each work equally to plan and organize the workshops. 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 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 are currently on the THIRD and FOURTH Thursdays of each month.
- Sign-ups for a workshop should start 2 months prior to the time it will be given with a cut-off, refund deadline being that month's guild meeting which is generally two weeks prior to the workshop. Checks are usually held until that deadline, then turned over to the treasurer.
- The designated committee person 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.
- The designated committee person should be available at the workshop to help the instructor if needed; help with equipment setup etc.
- As soon as appointed, the workshop committee should prepare an annual schedule prior to the beginning of the year. Workshops are not held in December and usually only once or none in November. Supply all updated, current schedule information to the designated Web Editor person including date, time, instructor and a short synopsis of the class.

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- The designated committee person 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.
- The Chair or at least one of the committee members should be present at the monthly board meeting to report on the current and upcoming activities of the committee.
- The designated committee member should make a short report at the general guild meeting each month.
- Keep all workshops supplies in the locked 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 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.