

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

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

None

## **Policy & Procedures affecting Programs:**

### **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.

### **Financial:**

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

## **POSITION SUMMARY:**

This is a two-year position. The first year you act as Co-Chair. You will help the Chairman with functions and learn about the position. During the first year you will schedule speakers for the following year. This needs to be done well in advance as most speakers are booked 1 to 2 years ahead.

The second year when you are the Chairman of Programs, you will execute your planned schedule, hostess the speakers scheduled, coordinate programs and classes, and mentor the new co-chair.

## **DUTIES:**

**Schedule Speakers for the next Year.** The Village Quilters has a program at ten of their monthly meetings, which is all except the June and December luncheons.

The programs can be "in-guild" programs, such as a White Elephant Sale, demonstration stations, or a local quilt shop giving the program. Five or six "out-of-town" speakers will be about the maximum number of speakers the guild can afford, because the programs must be done within the projected/proposed budget for the year. Many nationally-known quilt speakers/instructors have websites where you can find out their future schedules, costs of lectures and classes. Contact them via phone or by e-mail to check their availability. If you agree on a date for them to come, send them a contract to firm it up. Send them two copies of the contract, and ask them to sign and return one copy to you, and they keep the second copy. The contract should include a cancellation clause. The previous chair will provide copies of the contracts used for previous speakers.

You must coordinate with the speaker for travel, housing, meals and a class if there is to be one offered. You and the speaker decide the topics of the lecture and/or class. The location of the classes will be the Chota Quilt Room.

**Execute Planned Schedule during year as Chair:** At each guild meeting, you will make an announcement regarding programs for the next month or two.

The Chair will serve as hostess for the speaker when she is in Tellico Village. Sometimes a speaker will request to stay in a hotel—a condo in Tellico Village is a good option. If she is OK with staying in a member's home, a private bath is a must. At the guild meeting, the Chair will introduce the speaker, help the speaker set up and provide equipment and/or audio visuals needed. Coordinate with the Treasurer for payment of all fees to the speaker. Take the speaker to lunch after the meeting.

**Sign-ups for the program classes:** Sign-ups for speaker classes should start about 3 months in advance so that we know well in advance if there is enough interest to warrant the class. If it is necessary to cancel, this should be done 4 to 6 weeks prior to the speaker's scheduled program date. Most speakers will tell you 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. 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 of Programs will assist the instructor during class as needed, perhaps collecting money for sale of templates, books, etc. The Chair should provide lunch for the speaker (to be reimbursed later) or you can ask someone else to bring lunch for the speaker. The Chair does not have to pay to participate in the class.

***Establish Committee to Help During the Year:*** At guild meetings you will need help at the sign-up table, especially when you have a speaker to help set up. In 2008 there was a committee of six ladies (including chair and co-chair) which was a great assistance in helping to make decisions about how to handle various activities, especially if you are planning an "in-guild" program. If you have speakers coming in subsequent months, you will have sign-ups for classes during two different months which requires more help at the table.

***Dinners for the Speaker:*** During 2008, we had dinners at homes in honor of the speaker during her stay. A limited number of guild members were invited and helped with the dinner, if desired. The speakers enjoyed these dinners because they got to know more members which was less daunting than just coming here to "work." It also gave them a better feel of Tellico Village and The Village Quilters. Six ladies is a nice number for the dinner. I usually invited ladies who signed up for the class, but you can handle it any way you like.

***Submit Budget to Treasurer:*** When you have finalized your speaker roster during your co-chair year for the following year, you must estimate the expenses, class fees (which should cover the instructor's fee), travel and meal expenses. Submit the budget to the treasurer for consideration and approval by the Village Quilters Board.

As of September 2008