

Village Quilters Job Description **Program BOOKING Chairman/Committee**

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 activity:

Review all policies and procedures in the Administrative, Financial and Workshop & Program sections (Section 3c items I, II, III) as well as the Retention Policy Section of the Resolutions, Policies & Procedures document as many items in those sections may directly affect work done in committee.

Duties & Responsibilities:

General:

- Recruit, assemble and direct a committee. It is helpful to have people who have knowledge of potential national and local speakers/teachers but it is not necessary. The committee would be available to help brainstorm, research, follow-up and/or seek out available interesting program subjects and speakers. Seek current input from member surveys from time to time. For variety of ideas, it is recommended that the committee be at least four (4) but not exceed six (6) members in addition to the chair.
- Programs should generally be scheduled for 8-10 of the 12 monthly meetings each year excluding months designated for luncheon meetings, challenge programs and/or the quilt show.
- Be responsible for all aspects of booking the programs to insure quality programs for several years time including booking up to four (4) years out from the then current calendar year if need be. Note that the purpose of the committee is always to have the *immediate next year* (yr 1) fully booked or planned before year-end and to have the year following that (yr 2) be substantially booked. It is not essential to fill ALL available slots within the out years (yrs 3&4), but to pre-book those more popular professionals and speakers whose schedules fill quickly.
- Consider up to eight (8) "outside" professional speakers each year depending on estimated costs for each particular speaker. Use projected budget figures as a guide when booking for subsequent years. However, the more actual bookings in subsequent years, the better the projections become. Since classes are paid for by participants, the remainder of all speaker expenses (travel, food, lodging, lecture, misc) are paid for by the guild. Use the treasury projections for an estimated available annual dollar amount.
- For all other available program dates, schedule other fill-in programs with no, low or minimal cost such as a local professionals, demonstration stations, quilt historians, local quilt shops, white elephant sale, quilter's storytelling, quality DVD programs, member's trunk show or any other local programs related to quilting or a related subject of interest to a majority of Guild members.
- For the even number years, designate one month as the AQS Challenge program month. It may be harder for a speaker to travel in the winter so February seems to be a good early winter month to designate but it may be any other month as a fill-in program.

Village Quilters Job Description **Program BOOKING Chairman/Committee**

- It would be helpful to maintain two on-going, listings within the Booking records, 1) all professional speakers researched but not booked and 2) all speakers actually booked indicating general area of expertise plus the date of the Guild visit. This second list is also on the website.
- 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 unless actual amounts are available. Estimate program revenues which are expected to cover the instructor's class fees. Complete the *Program Budget/Projection Worksheet* for the current year. Seek assistance if needed from the current Program Hosting Chair. Provide any other annual budget input as requested by the treasurer.
- When available, provide preliminary and/or updated expense and revenue projections for for two (2) subsequent years where there are bookings. Complete the *Program Budget/Projection Worksheet* with the available information as stated above.
- Chairman or a designated committee member should attend the board meeting each month to help fill the quorum and report on ongoing progress of committee.
- No member is required to serve more than one (1) initial year; however, to promote continuity, at the end of the year one or more of the other members of the Booking committee, including the chair, may be asked or wish to continue on the committee for one (1) additional year. New members to the committee should also be recruited. If any member of the Booking committee, including the Chair, is interested in moving on to work on the Program Hosting Committee, which also promotes continuity, then that member should notify the incoming President of their interest.
- Meet with and work in cooperation with the Program Hosting Chair when and as needed.
- 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 in a timely manner or at least prior to year end if it is called for in the policy such as all executed contracts.

Specific Booking Procedures:

- Chair and committee will 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. Some sources for finding speakers are book professionals listed on C&T Publishing's or other book publishing websites, the American Quilt Society's website, various contributors to quilting magazines or AQS and other quilt show instructors as well as member recommendations or requests.
- Chair and Committee meet to discuss potential speakers and gather information on each one. No contact is made with the teacher at this point. A prioritized list of speakers is prepared by agreement among the committee members with attention being given to selecting a variety of topics for programs and classes with both local and national speakers.

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- Chair will contact speakers to gather information about availability, topics for lectures and/or classes, and costs. Subsequently, the committee meets to share the information about speakers' date availability and costs and to prepare a draft of a schedule and budget/projection.
- Once the draft plan for all desired speakers is made, if the costs are within the budget/projections, Chair will contact to arrange a contract. If the costs do not conform to budget/projections, then get prior approval from the board before implementing the full draft plan. Discussions with the speaker should also include preferences for travel, lodging (in-home or hotel), meals, dietary concerns and/or any other special needs (Note: actual hotel and travel reservations will be booked by the Program Hosting committee or the speaker). Confirmation of lecture and classes may take place at the time of booking or may be left in a "TBD" status so choice and confirmation can be made from new or more updated options closer (within 6-9 mos) to the actual program date.
- Main method of communication will probably be email. Use the program booking email vqibooking@hotmail.com . Password and security information is in program records. Chair can have continuous, threaded conversations with a speaker. For continuity, always use the same subject for a specific speaker. (Exp. JaneDoe for VQ program). These emails will be forwarded at the end of the year to the program hosting committee email account for continued continuity with the hosting committee.
- Send or obtain a contract to firm up any agreed upon date and/or other agreed upon items. Send/obtain two copies of the contract – one for the speaker, the other for signature and return to the Guild. The contract should include a clear cancellation clause.
- Chair and committee members meet as needed to review the current year's schedule and future bookings to bring the booking to a current confirmed status with details regarding classes/lectures/supply lists etc – try to get to a current status at least six (6) to nine (9) months prior to the actual program date or earlier if required by contract.
- Chair should complete a *Program Summary Fact Sheet* for each program (speakers and fill-in programs). The sheet should include all the pertinent information plus details of all other needs regarding equipment and/or visual aids and/or supply lists for classes or lectures, if either is already confirmed. Keep the *Summary Fact Sheet* up to date.
- Generally chairs will handle one calendar year however review and coordination will be needed between outgoing and incoming Booking and Hostessing Chairs during the transition time between October through December each year. All chairs should meet and review all upcoming year's activity. Current Booking Chair should pass on copies of all *Program Summary Fact Sheets* along with a copy of the contract to the Program Hostess Chairs. All the data on the Summary will be used by that hosting committee when finalizing and preparing prior to the actual program date.
- Prior to year end, write up an outline of the following year's program schedule listing date, program, speaker, and class titles. Forward this to the webmaster for placement on the website. Designate a \$5 fee where appropriate for speaker lectures. Include a picture sample, if appropriate, for each specific class. The detailed information about speaker bio, class specifics, supply lists etc will be done by the Hosting chair at the appropriate time.
- If desired, Chair may prepare a computer video of the upcoming year as a preview for the members to be shown at the December guild meeting.