

# **Village Quilters Job Description Program BOOKING Chairman**

## **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

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

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

## **Duties & Responsibilities:**

### **General:**

- Recruit, assemble and direct a committee to help brainstorm, research, follow-up and/or seek out available interesting program subjects and speakers. It's helpful to have people with knowledge of potential national and local speakers/teachers but not necessary. 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. It is desirable to include current VP in mix to facilitate Budgeting in upcoming year.
- No member is required to serve more than one (1) year; however, to promote continuity, at the end of the year any members, including the chair, may be asked or wish to continue for one (1) additional year. New members should also be

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recruited to change the mix in perspective. If Booking committee member, including Chair, is interested in moving on to work on Program Hosting Committee, which also promotes continuity, then that member should notify the incoming President of their interest.

- Programs should generally be scheduled for 8-10 of the 12 monthly meetings each year except in a Quilt show year. Two of the 12 are usually luncheon meetings, plus Chair should designate 1 of the remaining 10 in an even # year as the AQS Ultimate Guild Challenge program. Since speaker travel may be difficult in winter months, traditionally, February has been the AQS Challenge program in an even # year for submission to AQS in April of the same year; however, may designate the AQS Ultimate Challenge program to the June luncheon (even # yr) or any other month available in the Program lineup and then they will get submitted in April the following odd # year.
- Consider up to eight (8) "outside" professional speakers each year depending on estimated costs for each. Mix higher and lower costs within a year. Use projected budget figures as a guide for booking 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.
- Be responsible for all aspects of booking 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 always is to have the *immediate next year* (yr 1) fully booked or planned before year-end and to have the following year (yr 2) be substantially booked. It's 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.
- For all other available program dates, schedule fill-in programs with no, low or minimal cost such as a local professionals, demo stations, 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 that may be of interest to a majority of Guild members.
- Maintain a listing of potential speakers. Plus, it's helpful to maintain two on-going, listings within the records, 1) all professional speakers researched but not booked and why, 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.
- As required in Standard Duties regarding Budgets prepare budget:
  - 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.

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- Estimate program revenues which are expected to cover the instructor's class fees (actual class fee is set by Hosting Chair during implementation time).
  - Complete *Program Budget/Projection Worksheet* for the current year. Seek assistance if needed from the current Program Hosting Chair.
  - When available, provide preliminary and/or updated expense and revenue projections for two (2) subsequent years where there are bookings. Complete the *Program Budget/Projection Worksheet* with the available information as stated above.
- Meet with and work in cooperation with the Program Hosting Chair when and as needed.
  - Follow retention policy regarding all executed program contracts as they occur but not later than year end.

#### Specific Booking Procedures & Timeline:

1. Select speakers based on specialty, speaking cost, travel distance, etc. Prioritize.
  - Chair and committee review 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 – review their future schedules plus lecture and class fees. Other sources for speakers are book professionals listed on C&T Publishing or other publishing sites, the American Quilt Society's website, various contributors to quilting magazines, THE QUILT SHOW and other quilt show instructors as well as member requests or recommendations.
  - Chair and Committee discuss potential speakers, gather information and create a prioritized list of speakers with good variety of topics for lectures and classes including both local and national speakers by agreement among the committee members.
2. Once speakers are chosen, select classes to be taught.
  - 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.
3. Contact speakers, check availability, etc. using VQ email account.
  - Once draft plan for all desired speakers is made, if costs are within the desired budget/projections, Chair to contact to arrange a contract and details.
  - If costs do not conform to budget/projections, make alterations or seek approval from the board before implementing the full draft plan.
  - Main method of communication will be email. Use the program booking email [vqibooking@hotmail.com](mailto:vqibooking@hotmail.com) . Password and security information 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).
4. Choose available dates and place in calendar sequence.

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5. Create a calendar of speakers and maintain a notebook of Program Summary Sheets and Contracts.
6. Verify housing & transportation needs as well as special needs (allergies, shipping of materials, AV, etc.).
  - Initial discussions with speaker should include perferences 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 directly).
7. Complete Contract.
  - Send or obtain a contract with confirmed date and/or other agreed upon items.
  - Need 2 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.
  - As soon as the contract is executed, forward original to Secretary for retention and retain a copy for Booking records until program has taken place and/or is passed to Hosting.
  - If no actual hard copy signed contract is completed, then Chair needs to certify any electronic contract copy is final and accepted by Speaker. Forward printed electronic copy to secretary for retention.
8. Complete *Program Summary Fact Sheet*.
  - Chair should complete a *Program Summary Fact Sheet* for each program (speakers and fill-in programs). The sheet should include all the outlined pertinent information plus details of such as needs for equipment, visual aids, supply lists for classes or lectures, if any, are finalized.
  - Keep *Summary Fact Sheet* up to date during the contact process with speaker.
  - Chair and committee 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 – aim 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.
9. Pay deposit fee, if any, following Standard duties above; mark Program Summary Fact Sheet with check number.
10. Provide budget for next year's programs in Sept. or Oct. for Treasurer as outlined above in General.
11. Prepare Powerpoint or other type presentation of teachers for Guild at December meeting.
  - If desired, Chair may prepare a computer video of the upcoming year as a preview for members and show at December guild meeting.
  - Prior to year end, write up an outline of the following year's program schedule listing date, program, speaker, and class titles. Designate the fee required for each program date. Include sample picture, if appropriate, for each specific class (Note: the detailed information about speaker bio, class specifics and fees, supply lists etc will be done by the Hosting chair at the appropriate time).

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- Forward listing to Webmaster for placement on website and as well as to next Hosting Chair for upcoming class registrations.
12. Turn over notebook of completed Contract copies and Program Summary Fact Sheets to next hosting chair.
- 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. (forward Program Summary Fact Sheets to hosting as well as a copy of contract (original contracts should have been forwarded to Secretary for retention files)
  - Prior to end of year forward emails of all upcoming booked programs to the program Hosting committee email account [vqihosting@hotmail.com](mailto:vqihosting@hotmail.com) for continued continuity with the Hosting committee.
13. Turn over notebook of program ideas to next booking chair. (along with pending contracts, program summary etc)
14. Give schedule of dates and times our classroom is needed the following year to Vice President by September each year to facilitate in Chota reservations.