

Village Quilters Job Description Program Hosting Chairman/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:

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 Policies, Procedures, Resolutions document as many items in those sections may directly affect work done in committee.

Duties & Responsibilities:

General:

- Chair will recruit, assemble and direct a committee of members who are willing to provide hospitality and assist speakers/teachers who are providing programs for the guild. While it may be helpful, it is not necessary or required for any committee member to provide housing for a speaker. A total of up to 8 is advisable but at any given time you may only need 2-4 people.
- Chair is responsible for all aspects of a speaker's visit to Tellico Village and the guild. Chair will direct/coordinate all functions to execute the planned/booked schedule for the current year; the committee members may be assigned a number of tasks needed for the execution of that program.
- Chair and/or committee will maintain a file with all of the original, updated and/or revised *Program Summary Fact Sheets* which have been forwarded to the Program Hostess Chair. These fact sheets indicate communication the Program Booking Chair/committee had with any booked speaker regarding all preferences for travel, lodging, meals and any other special needs or requirements.
- If requested or needed, Chair will provide input to the Program Booking Chair in conjunction with their work of finalizing lectures and/or classes.
- The Chair should arrange for committee meetings as needed to confirm any assignments, coordinate details, deal with any needed changes or any other items needing attention by the committee.
- If requested or needed, Chair will provide Program Booking Chair with information required for budget preparation prior to submission and/or provide any other annual budget input as requested by the treasurer.
- It would be helpful to record the classes with photos which can be forwarded to other appropriate committees such as website.

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- Chair should present reservation checks and forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis. However, reservation checks should be held until the class takes place.
- Chair and/or designated committee member will coordinate with the Treasurer for payment of all fees to the speaker and/or hotels etc. *Refer to item under Specific Procedures for details.*
- Chair or a designated committee member should attend the board meeting each month to help fill the quorum and to report on upcoming programs and/or changes to the schedule or budget.
- Meet with and work in cooperation with the Program Booking Chair when and as needed. In addition, Chair will provide any information required for budget preparation prior to submission and/or provide any other annual budget input as requested by the treasurer or Program Booking Chair.
- Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- Outgoing Chair shall turn over all books, records or files to their successors.
- Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- With respect to the retention policy, forward any other original record you may have to the secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.

Specific Hosting Procedures:

- Chair should review *Program Summary Fact Sheets* provided by the Program Booking Chair.
- Generally a new incoming chair will handle one calendar year however review and coordination will be needed between a new incoming Hostess Chair and the incoming and outgoing Booking Chair for the transition time between October through December each year.
- Chair is responsible for contacting the speaker and introducing herself; confirm, correct, follow-up and finalize all details regarding classes/lectures/supply lists, classroom needs, etc. for the scheduled program in addition to making and confirming actual hotel and travel reservations if needed.

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- Main method of communication will probably be email. Use the program hosting email vqjhosting@hotmail.com . Password and security information is in program records. Chair can review the forwarded emails from the Booking Chair that took place during the whole booking process. Can start a new threaded conversation with the speaker as long as you always use the same subject for a particular speaker.
- At least three (3) to four (4) months before the month of each program, Chair should review the lodging and travel preferences on the *Program Summary Fact Sheet*. Book a hotel room or condo if required or secure a hostess home for the speaker's stay; work with the speaker about travel arrangements, especially if the speaker is traveling by air. The speaker may prefer to book their own flights and this may be preferable for the guild.
- The chair will set the price for the classes. Generally 15-18 participants will be used to set the price rounded accordingly. After the price is set, advise the Webmaster so the information may be added to the web text if not already done.
- Booking Chair will have forwarded an outline format of the year to the webmaster previously. Chair should prepare and forward in a timely manner a full written description of the speaker, program and classes for the website and E-bulletin.
- At least three (3) to four (4) months before the month of each program, the Chair or assigned committee member will announce the speaker's program and classes to the guild at the guild meeting.
- Chair will prepare sign-up sheets and supply lists (provided by the speaker) for distribution to class participants by hard copy and/or on the website. Sign-up registrations for the classes may begin at that announcement meeting or at least 2 to 3 months months before the scheduled date. Collect a check from each participant which reserves a place in the class. Establish a "cancellation" date after which participants will not receive their money back if they cancel as per Guild policy.
- Chair is the official representative of the guild; do all that is needed to create goodwill and hospitality. Chair may assign committee member to do one or more of the following tasks. Tasks involved for a speaker's visit to Tellico Village and the guild which include:
 - ▲ coordinate details regarding booked lectures and classes
 - ▲ seek/book/confirm accommodations for lodging (*see note 1 below)
 - ▲ make/confirm travel requirements
 - ▲ pick-up and return to airport (*see note 2 below)
 - ▲ plan/oversee all meals (*see note 3 below)
 - ▲ travel to/from hotel or lodging if needed
 - ▲ prep for sign-ups
 - ▲ follow-up of supply lists
 - ▲ actual class signups
 - ▲ send reminder emails to class participants (*see note 4 below)
 - ▲ assistance with lecture and/or class setup/takedown
 - ▲ assistance with audiovisuals in class or lecture
 - ▲ assist with possible sales items

Note1: *A speaker may be firm on requiring a hotel however, it may not hurt to ask about interest in private quarters at a member's home (w/no animals). Seek out a member who knows the speaker or someone else who is willing to help even if not on the committee. It's a*

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great opportunity for the hostess to have one-on-one fellowship time with a nationally known speaker as well as being a cost saving item for the Guild.

Note2: *Airport parking is a reimbursable expense to hostess with the airport parking receipt.*

Note3: *Restaurant bills are reimbursable expenses to hostess with receipts. Per policy Sec3, #10, un-receipted meals in/from home are reimburseable. Request current year accepted meal amounts from Treasurer. Try to include other members at meals, especially class participants whether at restaurants or in-home meals/potluck. Potluck meals are not reimbursable – costs are absorbed by individual participants. Chair, committee or other members all pay their own expense with no reimbursement.*

Note4: *Chair or hostess who is the specified class monitor for speaker does not need to pay for that class as any participation in the class is secondary as time allows; primary purpose for attendance is helping the speaker with all needed assistance.*

- Each supply list for each should include the chair's name, phone number and email address plus date and time of class and the cancellation date.
- Chair and hostess should monitor sign-ups to gauge interest level. If the classes are slow to fill, testimonials by people who have taken the teacher's classes is very helpful, the original program booker may be able to add interest, or maybe a powerpoint presentation of the speaker's work or class projects could be presented at the next guild meeting if time allows. Consider using a picture from the speaker's book or website by blowing it up to use as a sample to garner interest as well, especially since speaker samples are *not* very readily available.
- If cancellation is necessary, it should be done according to the speaker's cancellation policy in the signed contract or at least ninety (90) days prior to the scheduled program date if no cancellation policy is specified.
- Chair or the assigned committee member will introduce the speaker to the guild members during the guild meeting and to the class participants at each class as well as assist as needed during that lecture and class including setup and takedown.
- Prior to the speaker's departure (either before or after the last class), the Chair or hostess will request a **W-9 Form for Taxpayer Identification** be completed by the speaker, prepare the *Speaker Payment Request Form*, turn over both forms to the treasurer and obtain the check from the treasurer. Deliver the check to the speaker and consider a thank you note – that personalizes it as well as promotes goodwill.