

# **Village Quilters Job Description**

## **Program Hosting Chairman/Committee**

### **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:**

- Chair will recruit, assemble and direct a committee willing to provide hospitality and assist the speakers/teachers providing programs for the guild. A total of up to 8 is advisable but at any given time you may only need 2-4 people. It would be helpful for any committee member to provide housing for a speaker, but not necessary or required.
- It may be helpful to maintain a list of other members willing to house a speaker and/or do airport pick-up/drop-off of the speaker; they don't need to be on the committee – this would just be a one-off activity.

## **Village Quilters Job Description**

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- Chair is the official representative of the guild and responsible for all aspects of a speaker's visit to Tellico Village and the guild. Do all that is needed to create goodwill and hospitality. Chair will direct/coordinate all functions to execute the planned, booked schedule for the current year; 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 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 speaker 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 but it can't hurt to ask about interest in private quarters at a member's home (if they prefer with or without 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 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 for speaker 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 always pay their own meal expense with no reimbursement in any case.*

**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.*

- Chair should arrange committee meetings as needed to confirm assignments, coordinate details, deal with needed changes or other items that need attention.
- Previous Booking Chair should 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 bio, lecture, classes, supply lists and fees for the website and E-bulletin. Forward on-going updates as needed. If at any time a class is changed from the original scheduled lineup, Chair should forward new information and supply lists to the Webmaster to update the website information.
- Chair should 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 contain pertinent details regarding speakers visit such as all preferences for travel, lodging, meals and any other special needs or requirements.

## **Village Quilters Job Description** **Program Hosting Chairman/Committee**

- If requested or needed, Chair will provide input to Program Booking Chair in conjunction with their work finalizing lectures and/or classes during booking process.
- Provide Booking Chair, on occasion, with actual costs for each speaker throughout the year to assist with future budget preparation in addition to any other information that may be requested or needed for annual budgets as requested by the treasurer.
- 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.
- It may be helpful to record the classes with photos which can be forwarded to other appropriate committees such as website, Facebook, Historian or publicity.
- Chair and/or designated committee member should handle all class reservations, checks, supply lists etc. in accordance with Standard Duties practice above but 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 in accordance with Standard Duties practices above. *Refer to item under Specific Procedures for details.*

### Specific Hosting Procedures & Timeline:

1. Beginning of year review - Review Program Summary Fact Sheets, Contracts and email contacts made with speakers by Booking Committee:
  - Program Summary Fact Sheets should have been provided by the Program Booking Chair and contain details of speaker visit.
  - Review and get familiar with the executed contract and fact sheet details (original contracts should have already been forwarded to Secretary – if you have an original, confirm Secretary also has an original; retain a copy
  - Main method of communication will be email. Use the program hosting email [vqihosting@hotmail.com](mailto:vqihosting@hotmail.com) . Password and security information 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.
2. Tasks for 4-6mo out from program date:
  - Chair should take lead in all aspects of speakers visit or delegate lead for each speaker.
  - Chair or lead responsible for contacting speaker and introducing herself.

## **Village Quilters Job Description**

### **Program Hosting Chairman/Committee**

- confirm, correct, follow-up and finalize all details from Program Summary Fact Sheets regarding classes, lectures, supply lists, classroom needs, kit fees, etc. for the scheduled program
- Consult with speaker about how reimbursement for expenses will be handled – by invoice? pay own meals and get reimbursed? hosting pay meals?
- Consult with 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; can forward info to speaker about any lower airfares that may be available.

#### 3. Tasks for 3-4mo out from program date:

- Chair should review the lodging and travel preferences on the Program Summary Fact Sheet.
- If needed, book hotel or condo or secure a hostess home for the speaker's stay
- Make travel reservations if required for speaker.
- Obtain samples from speaker for display if available
- Chair or assigned committee member will announce the speaker's program and classes to the guild at the guild meeting.

#### 4. Tasks for 2-3mo out from program date:

- The chair will set the price for the classes based on cost. Generally 15-18 participants will be used to calculate the fee and rounded accordingly. After price is set, advise the Webmaster of class fee plus kit fees if applicable so the information gets added to the website if not already done.
- Establish a "cancellation" date after which participants will not receive their money back if they cancel as per Guild policy.
- Make sure current information is being forwarded to E-Bulletin chair.
- If no samples available, create sample poster for display
- 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 months before the scheduled date.
- Each class supply list should include the chair's name, phone number and email address plus date and time of class and the cancellation date.
- Collect a check from each participant which reserves a place in the class.
- Chair and hostess should monitor sign-ups to gauge interest level. If classes are slow to fill, personal testimonials are helpful, original program booking chair may be able to add interest, or maybe a short Powerpoint of speaker's work or class projects could be presented at the next guild meeting if time allows. Consider using a picture from speaker's book or website by blowing it up to use as a sample to garner interest, especially since speaker samples are *not* very readily available.
- If cancellation of speaker visit 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.

## **Village Quilters Job Description**

### **Program Hosting Chairman/Committee**

#### 5. Tasks for current program date

- Send reminder emails to class participants at least 2 weeks before class date
- Transport speaker to and from airport if necessary.
- Arrangements for transportation to and from classes, guild meeting, and meals.
- Arrangements for lunches and dinners for speaker.
- Work with VP to make sure sufficient tables available in Chota Room A for class
- Set up AV needs at guild meetings—i.e. projector, screen, cart, extension cords, and microphone. Use head mike—not hand mike.
- Arrange for several committee members or others to help as quilt holders if truck show; arrange for quilt stands if needed
- Introduce speaker at guild meeting and assist as needed during meeting lecture; have water available
- Introduce speaker to class participants
- Assistant for each class – take roll, collect kit fees, distribute handouts, etc. including setup and take-down.
- Have speaker complete **W-9 Form for Taxpayer Identification** and prepare a “Program Payment Request Form” - give these to Treasurer ASAP.
- Arrange payment for speaker at end of classes—usually Treasurer will write check.
- Deliver the check to the speaker and consider a thank you note – that personalizes it as well as promotes goodwill.
- Turn in class checks in accordance with Standard Duties practices #3 above
- Make sure class registration sheets are stored in Program hosting book for data collection needs