

# ***Village Quilters Job Description***

## **Workshops**

### **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 the Policy, Procedures, Resolutions document especially items in Workshops & Programs and Financial sections as they pertain to workshop committee policy.

### **Duties & Responsibilities:**

- ✧ The Workshop Committee works best composed of at least three (3) members. The Chairperson will coordinate and steer the committee's activities. With a three person team, the 10 or 11 months of workshops might be easily divided between the team members and then each would be responsible for overseeing those assigned activities.
- ✧ The subject of the workshops will be determined by the committee as a whole based upon the requests, desires and/or input from the general membership. It will also depend on the availability and willingness of guild members to be a workshop instructor. It may be useful in determining and scheduling workshops to solicit suggestions on subject matter from the membership as soon as appointed to committee. It may also be helpful to communicate with the Program Hostess and/or Booking Chair to minimize any subject overlap between the two committees.
- ✧ Workshops may be scheduled on the third and/or fourth Thursday of each month.
- ✧ It is helpful for sign-ups for a workshop to start 2 months prior to the time it will be given with a stated cut-off and refund deadline. Checks are held until the deadline then turned over to the treasurer.
- ✧ Chair or assigned committee member should follow-up with the scheduled instructors to make sure they supply any needed samples, supply lists etc. two months prior to their scheduled workshop so those items are available at the time of signups.
- ✧ Chair or assigned committee member should be available at the workshop to help the instructor as needed.
- ✧ As soon as appointed, the workshop committee should prepare an annual schedule prior to the beginning of the year. Supply all updated, current schedule information to the Webmaster including date, time, instructor and a short synopsis of the class.

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- ⤴ Chair or assigned committee member should report the number of paid members less bona fide cancellations to the treasurer for payment of the instructor's appreciation gift. Paid "no shows" will still be entitled to receive class instructions.
- ⤴ Chair or assigned committee members should be present at the monthly board meeting to report on the current and upcoming activities of the committee.
- ⤴ Keep all workshops supplies in the cabinet in good working order and/or replace items as budget allows or as board approves.
- ⤴ 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.
- ⤴ Provide annual budget input if/when requested by the treasurer. 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 reservation checks and forms as well as receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.