

Village Quilters Job Description

Workshops

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files and signs/sign holders (if responsible for any) 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:

Overview

- ✦ Workshops are for Guild members and are taught by a Guild member and there are 2 workshops per month on the 3rd and/or 4th Thursday except November and December (see note in ideas section).
- ✦ Workshops start at 9:30am and end at whatever time instructor needs but no later than 5pm.
- ✦ Chair responsible for scheduling all workshops; each workshop needs to be advertised and ready for sign-up 2 months prior to the scheduled workshop date (ex. April ready for sign-ups in February) with a stated refund deadline of the meeting just prior to the workshop date (ex. April 20 or 27 workshop has deadline of April Guild meeting).
- ✦ Chair should recruit, assemble, coordinate and direct a committee of team members who can assist Chair and be responsible for overseeing activities for 1 or more workshop days

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- ✧ Keep all workshop supplies in the cabinet in good working order and/or replace items as budget allows or as board approves.
- ✧ Responsible for 2 VQ sign stands. Return to VP if no longer needed. Pass on with books and records.

Ideas & Scheduling

- ✧ Workshop subject ideas can come from committee members, member suggestions or best place is members show and tell at Guild meetings:
 - Get or make a copy of a blank calendar for keeping track of all the workshops
 - When something unique or different is shown at show and tell, track the person down and see if they would be interested in teaching a workshop on that item or another; get name and phone for future contact.
 - Make sure subject matter doesn't overlap with anything the Program committee is covering.
 - Chair should retain a list of people who always are willing to teach.
 - Make contact with an interested person and schedule a workshop date and place on workshop calendar (can use this to speak about workshops at guild meeting)
 - Once an instructor commits, they need to send via email 1) a picture of the item, 2) a short description of what the workshop is and 3) a complete supply list including homework if needed; items needed as soon as possible but no later than 3 months prior to the workshop date; follow-up if needed
 - On an on-going basis, supply all updated, current schedule information to the Webmaster including date, time, instructor, sample picture and a short synopsis of the class for the Workshops section of website; copy email to Vice President
 - Send a list of all the workshops to the E-BULLETIN Chair; deadline is 7pm (or before) on the day of the board meeting
 - Assign a Moderator to each workshop from committee members
 - **NOTE:** There may be a month or two during the year that the 4th Thursday is not available due to agreement with Art Guild; before scheduling, meet with Vice President to confirm any dates during year that may NOT be available

Moderator Duties

- ✧ Assigned moderator responsible for carrying out activities leading up to and on the day the workshop takes place:
 - moderator takes workshop folder home from last guild meeting prior to workshop date; folder includes sign-up sheet and envelope of checks
 - moderator to send reminder email to each person on sign-up sheet; email to include workshop name, date and time with a note to be set up and ready to begin at 9:30am; if email is illegible on sign-up sheet, use Roster of members to get email address and/or phone number
 - moderator to attend day of workshop
 - set up irons, ironing board, spray bottles and place trash cans at or near work tables
 - introduce teacher at 9:30am to begin workshop

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- help teacher when and if needed
- clean up after – empty irons, cover boards, replace irons, bottles etc
- dust mop or vacuum floors
- return room tables and chairs according to Rec Ctr room layout
- If moderator also wishes to participate in workshop, then payment is required; otherwise may work on something of their own choosing; in either case moderator must still be attentive to instructor's needs
- Make a copy of the sign-up list – keep one copy for Workshop records and give one to the teacher along with teacher's check envelope
- Make a copy of the Rec Ctr ROOM sign-in sheet for Workshop records

Sign-ups, Guild meeting duty & reporting

- ▲ Chair and committee members responsible for activity at all Guild meetings:
 - arrive 8:30 to set up two 6-foot tables
 - set out sign-ups sheets with respective supply lists, samples etc
 - attend tables and assist members who sign-up
 - take checks made out to the teacher not VQ for workshop; if there is an additional materials fee, a separate check to teacher should be made and is non-refundable
 - we don't advertise cash but you may take it on occasion – it is up to Chair but make sure all committee members know current Chair's policy
 - if cash is taken make sure to mark CASH where the check number is written
 - once payment is made, member gets a supply list
 - prepare to go to podium prior to being called
 - members show samples of workshop as Chair talks about each upcoming workshop (this is where printed calendar of schedule comes in handy)
 - report name, date and instructor for up to 2-3 month's upcoming workshops
 - sell it if need be if slow sign-ups
 - if already full, talk about wait list and how often people get in from that list (wait list is on bottom or back of main sign-up sheet)
 - you will have more sign-ups at the break time in meeting
 - pack everything up once break time is over – you don't have to wait for stragglers; they can contact Chair by email, mail check or pay at the next meeting if time allows
- ▲ Refunds & cancellations:
 - A refund (which is just returning member's check) is given up to the day of the Guild meeting of the class month (ex. If it's October meeting then must cancel this day or before if workshop is 3rd or 4th Thursday of October)
 - Chair may receive phone calls or emails from someone that needs to cancel
 - shred or return check
 - mark sign-up sheet as cancelled
 - contact next in line on wait list to attend
 - Member may contact teacher directly – make sure teacher is aware they need to notify Chair or moderator; take action as above
 - If a teacher decides to refund anytime after the deadline due to circumstances, it is at teacher's discretion, teacher can handle refund but teacher should still notify Chair or moderator if there is still time for a wait list person to attend
 - Even if cancelled, if paid non-refundable materials fee, entitled to received materials