

## Concord Piecemakers Job Description Programs

The Program Chair **attends all guild meetings and board meetings.**

The Program Chair **orchestrates the booking** of speakers and events assisted by the Program committee.

**Determine the calendar for the coming year** (Sept thru June) including dates for board meetings as well as regular meetings. Board meetings are usually held on the first Wednesday of the month excluding December (no board meeting) and February (board meeting is held at the board's discretion at the quilt-a-thon). General membership meetings are usually held on the third Wednesday of each month. Exceptions are made for the following:

The 3<sup>rd</sup> Wednesday is the day before Thanksgiving.

Jewish holidays fall on the third Wednesday

School vacation falls on the third Wednesday.

February meetings are not held; there is a quilt-a-thon instead.

December the meeting is held the 2<sup>nd</sup> Wednesday

The guild **quilt show** is held on odd-numbered years. The **yard sale** is held in even-numbered years. The chairs of those events select the dates. The **Quilt-a-thon** chair selects the February date of that event.

The Program Chair **books all workshop space** required.

The Program Chair **submits the calendar to the Board** and reviews it with them at the June meeting and make revisions as determined by the Board. The final schedule of speakers should be provided to the President, Vice-President, and the Yearbook chair and should include the name of the person from the committee who is responsible for the speaker (see responsibilities below).

**Speakers (these functions are performed by the committee member designated as responsible but should be monitored by the Programs chair to be sure everything is being addressed)**

- Select and book speakers for the next fiscal year.
- Room setup required by the speaker (extra tables for vending? Projector? Laptop being used?) Notify the Vice President of the room setup requirements prior to the meeting.
- Prepare two copies of the contract on Concord Piecemakers letterhead without signatures and send them to the speaker along with a cover letter and a self-addressed stamped envelope. Review returned contracts, sign both and send one back to the speaker. The original copy of the contract should be given to the Program Chair for safekeeping.
- Arrange for lodging for the speaker, if necessary.
- A month before each meeting, confirm with the speaker the scheduled date and time, all travel and lodging requirements, directions for the meeting place and requirements for presentations.
- Collect biography information and prepare an introduction. Be prepared to give the introduction at the guild meeting.
- Submit program information to the Newsletter Chair.
- Distribute Sign-up Sheets well in advance for any workshops planned during the year and provides this workshop info to the Newsletter Chair.
- After the program:
  - thank the speaker and invite questions.
  - Help speaker pack up.
  - Collect itemized expenses from the speaker.
  - Give the check (obtained from the Treasurer) to the speaker.

### At Meetings

Solicit raffle gift from vendor or bring a raffle item. Draw a ticket and present the raffle item at the meeting. Speak to assembly to promote the next meeting and workshop (if any).

It is also possible to arrange an in-house workshop day on a Saturday during the season.

April 2015