

## Concord Piecemakers Job Description Programs

1. The Program Chair, or their designee, attends all guild meetings and board meetings. The Program Chair orchestrates the booking of speakers and events assisted by the Program committee.
2. The Program chair provides input to the Board to determine the calendar for the coming year (Sept through June) for meetings and workshops. Working together allows for some flexibility if a speaker's availability conflicts with our typical schedule.
3. At the June Board meeting, the Program Chair submits the monthly speakers schedule to the Board for review. Revisions are made as determined by the Board. Then the final schedule of speakers should be provided to the President, Vice President, Membership Book editor, and the web site coordinator.
4. Write a Year-End report and submit it to the Secretary by the end of the guild year.

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The Program Chair or one of the committee members will:

1. Select and book speakers for the next fiscal year and ask for a raffle item.
2. For non-speaker meetings, plan activities for the meeting and provide a raffle item. Note: The Holiday meeting is traditionally planned with the Board.
3. Program chair arrives early to help direct set up. If a speaker has unusual requirements, the Chair will let the Vice President know ahead of time.
4. Send our CPM contract to speakers. Sometimes the speaker has his or her own contract also. Review returned contracts and send a copy to the Treasurer so that she is aware of expenses.
5. Arrange for lodging for the speaker, if necessary.
6. A week before each meeting, confirm with the speaker the scheduled date and time, all travel and lodging requirements, and directions to the meeting or workshop.
7. Collect biography information; prepare an introduction; introduce the speaker at the guild meeting.
8. Submit program information to the Newsletter Chair. Send emails announcing workshops well in advance and provide this workshop info to the Newsletter Chair and the website coordinator as soon as it is available.
9. Program chair books workshop space when required.
10. After the program:
  - a. Thank the speaker in person and send a thank you note after the meeting.
  - b. Collect itemized expenses from the speaker.
  - c. Give the check (obtained from the Treasurer) to the speaker.