

Concord Piecemakers Job Description Programs

The Program Chair, or their designee, attends all guild meetings and board meetings. The Program Chair orchestrates the booking of speakers, other meeting programs, and workshops, assisted by the program committee. This position may be shared but is allowed only one vote at Board Meetings.

1. The Program chair works with the Board to determine the calendar for the coming year (Sept through June) for meetings, taking into consideration the religious holidays.
2. The Program chair and committee should line up speakers for the following year by the end of August. The final schedule of speakers should be provided to the Membership Book editor and the Webmaster by September 1.
3. The Program chair writes a Year-End report and submits it to the Historian/Member-At-Large 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 all the guild meetings, as well as leaders for various workshops throughout the year. The Chair is the liaison to the speakers and workshop leaders.
2. Send our CPM contract to speakers and workshop leaders. 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.
3. For non-speaker meetings, plan activities for the meeting.
Note: The December meeting is planned together with the Board. June is traditionally an Ice Cream Social, with or without an additional activity.
4. Program chair arrives at 6:30 to help direct set up. If a speaker

has unusual requirements, the Chair will let the Tech Committee know ahead of time.

5. Arrange for lodging for the speaker, if necessary. Ask if they are willing to be reimbursed or prefer the guild to pay up front.
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. Introduce the speaker at the guild meeting.
8. Submit program information to the Newsletter Chair.
9. For workshops, write up the publicity and email it to the guild membership well in advance. Also send it to the Newsletter Chair and the webmaster as soon as it is available.
10. Program chair books workshop space when required, collects the key, opens the space, and takes responsibility for getting payment to the venue administrator and returning the key.
11. After the program or workshop:
 - a. Thank the speaker in person and send a thank you email after the meeting.
 - b. Collect itemized expenses from the speaker.
 - c. Give the check (obtained from the Treasurer) to the speaker.