



Big Red Quilters' Guild

Established September 2014

Job Description

Program Chair(s): Responsibilities include, but are not limited to:

As Scheduled:

- Attend board meetings, or send another committee person in her place.

Monthly:

- Attend all general meetings.

On-going:

- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Look for continuous improvement suggestions and bring these to the attention of the board.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Working with a committee consisting of the chairperson and 1 - 2 members, research, plan and execute entertaining, educational and inspiring programs for the guild appealing to all members (whether beginners or experts) covering traditional, modern and art quilt mediums. A typical 12 month schedule shall possibly include:
 - 2 - 3 national level teachers per year, with two of these presenting during the April through October period when most of our members attend.
 - One month for members to teach specific skills (i.e., schoolhouse techniques)
 - 1 – 2 fundraising retreats
 - A meeting for presentation of our challenge quilts, Airing of the Quilts, or Artists Among Us.
- Sign all speaker contracts, including the dates, name of the lecture, classes chosen, and all relating expenses/information (i.e., lecture fee, classes, travel, lodging, meals, per diem, misc. special equipment needed, min/max number of students, supply lists, number of tables needed, display and sales, and any other special needs of the teacher).
- Set the speaker/programs schedule based on holidays or building availability.
- Finalize the program calendar at least 12 months out at all times.
- Confirm national/top tier speakers 1 – 2 years ahead.

- Work with the guild treasurer to set workshop fees (or other educational opportunities) before announcing to membership. Workshop fees for non-members shall be more than guild members.
- Allow 3-4 months in advance for workshop sign up, reserving priority sign-up for guild members. Paid registration reserves a spot in the class.
- Promptly turn in all checks received for workshops to the guild treasurer.
- Communicate about upcoming speakers, events, workshops, sign-up lists, etc. at general meetings and work with the webmaster, the Facebook facilitator and membership chair as needed to ensure all program information is uploaded to the website.
- Provide supporting copies to the treasurer of all relating fees and expenses (i.e., speaker contracts, travel, meals, workshops, equipment, etc.).
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

Revision August 2023