

Program Co-Chairs

The Program Co-Chairs are elected officers of the Guild. The duties and responsibilities of the Program Co-Chairs, as designated in the Guild By-Laws, are as follows: *To plan and facilitate programs, demonstrations, and/or workshops.* The various activities of the position should be divided equally between the co-chairs in any way that the two mutually agree upon. In general, it will require one week per month to fulfill the responsibilities of this position.

Duties occur throughout the year and include, more specifically, the following:

1. Meeting Attendance:
 - a) To attend all monthly Business meetings and report on issues regarding Programs.
 - b) To attend all General meetings and to preside, roughly 9 times a year, over speaker presentations.
 - c) To attend the annual Budget meeting to negotiate for the annual Program budget.
 - d) To organize and conduct the “Beat the Heat” retreat in August.
2. Hiring and Hosting of Speakers:
 - a) To identify, schedule, and book a minimum of eight speakers a year, approximately two years in advance. Booking entails the negotiation of a contract which begins with the issuance of a Guild contract. If the speaker has their own contract, discrepancies are reviewed and negotiated in advance.
 - b) To negotiate and secure a hotel rate and reserve rooms at least six months in advance.
 - c) To keep in contact with speakers to re-confirm details of their visit, including travel arrangements, hotel information, and any special requirements for workshops and lectures.
 - d) To host speakers from the moment they arrive at the airport, providing transportation, and meals. Also provide some form of entertainment on the free Wednesday afternoon.
3. Promotion:
 - a) To create a promotional display board for each upcoming speaker containing information about the speaker, lectures and workshops, and examples of their work.
 - b) To write and submit monthly newsletter articles and provide a rolling update of future speakers and workshop availability.
 - c) Additionally submit similar information and workshop supply lists to the Webmaster.
4. Program and Workshop Implementation:
 - a) To provide an annual schedule to the church office of all meetings, workshops and events.
 - b) To ensure the church custodian has general set-up configurations for General

Meetings and Workshops and notify in advance of any needed changes.

c) To man an information table at the General Meetings to take sign-ups and manage payments for upcoming workshops.

d) To manage additional set-up at the General Meetings which may include quilt racks, AV equipment, and recruiting of any needed quilt holders.

e) To oversee the set-up and take-down of irons, extension cords, and quilt racks for the workshops.

f) To provide coffee, tea, and snacks for workshop participants.

g) To secure the auditorium at the conclusion of the General Meetings and Workshops.

5. Accounting:

a) To keep track of budget expenditures.

b) To prepare deposits and expense requests on a monthly basis.

c) To collect W-9's from the quest speakers and prepare the payment check request.

d) To maintain and update procedures manual to be passed on to upcoming Program chairs.

Last Updated – April 2024