

## Quilters' Sew-ciety – Program/Education Chair

### Description – Revised 2025

- A. **Organization Relationship:** Active member of the QS Board of Directors
- B. **Term:** The second year of a two-year term position, having served the first year as Chair-Elect
- C. **Overview of Responsibilities:** Oversee the completion of the following items:
  - 1. Maintain contact with scheduled speakers for the current year
  - 2. Make sure that all aspects of the speaker's visit run smoothly
  - 3. Provide program information to the QS members
  - 4. Help with the set-up and take down for all QS programs or classes/workshops
  - 5. Maintain regular communication with the Program Elect
- D. **Responsibility Details:**
  - 1. Attend Board of Director meetings
  - 2. Programs
    - a. Maintain communication with scheduled speakers to work out details as the time approaches for their scheduled program
    - b. Program Chair/Program Elect will send copies of the contracts for speakers as they are signed to the Treasurer.
    - c. Mentor the Program/Education Elect in establishing the program, workshops or classes for the upcoming year. Have Program/Education Elect do the actual contact and contracts.
      - i. The QS Board of Directors will set the guild meeting dates/times in a timely fashion so that the Program/Education Committee can complete their scheduling

- ii. The QS Program budget does not allow QS Program to obtain out-of-town speakers for all programs so some "local" programs/speakers should be secured
- iii. QS Program should attempt to schedule 1 nationally recognized speaker per year
  - 1) If the cost of a desired national speaker is high, a joint/zoom meeting may be suggested to reduce costs.
  - 2) Desired program/speakers may be booked out further than the 1 year
- iv. Two programs needed each month – 1:00 pm and 7:00 pm the first Monday of the month with some exceptions
  - 1) Exceptions-July & December joint meeting and occasionally months where the first Monday falls on or near an accepted holiday
    - a) The July and December meetings are run as a single joint evening meeting, with the focus on socialization and treats and may include:
      - i) December meeting may include a gift and/or a block exchange – this is at the discretion of the program coordinator
- d. Coordinate with Program Elect to provide bottles of water for speaker and if she brought guest to assist her. One bottle per person per presentation
  - i. Arrange for a meal for the speaker between meetings - take the person to lunch or ask for a receipt to reimburse lunch

3. Payment of Speaker Fees and Expenses/Thank you card

- a. Prepare reimbursement request for the Treasurer to pay the speaker before she leaves for the day. Put the check into a "Thank You" note to give to the speaker
- b. If Treasurer is not present at meeting, speak with President to have a check made out to speaker
- c. A signed check will be given to Program Chair/Program Elect at afternoon meeting if neither President and/or Treasurer will be at evening event
- d. The day after the meeting, receipts and total amount of the check is to be sent to Treasurer. Also email the Treasurer with the amount the check was written out for to the speaker (if not filled out by the Treasurer/President).

4. Scheduling Classes

- a. Maintain communication with scheduled speakers to work out details as the time approaches for their scheduled workshop/class(es)
  - i. Speakers can be asked to teach a class(es) on the Sunday before the QS meeting and/or the Tuesday after the QS meeting
- b. Lotto Blocks: Program/Education Chair and Elect will decide if this will take place each year. If Lotto Blocks will occur for the year, the Program/Education Chair will assist the Program/Education Chair Elect with this project
- c. The Program Chair and Program Elect arrange the location for all classes/workshops as well as the set up and take down associated with them
- d. Program/Education area is responsible to communicate class/workshop information to the QS membership

- i. This can include signup sheets, publicity handouts, and notices to the Newsletter, Website, and Facebook, etc
  - e. Complete an overview of classes/programs for the year
    - i. This list should be sent to the Newsletter Editor, Website administrator, Facebook administrator, as well as handouts made available at QS meetings
    - ii. The Program/Education area is strongly encouraged to have this schedule ready for full distribution by the January QS meeting (six month schedule) and by July QS meeting (six month schedule).
  - f. Communicate the next month's speaker/program and then the current program/speaker to the QS membership at the end of announcements
    - i. Give a verbal announcement of this information at the monthly guild meeting with a written or email copy given to the secretary
    - ii. Submit program information to QS Newsletter Editor prior to the deadline established by the QS Newsletter Editor (by the 15<sup>th</sup> of each month).
    - iii. QS Website Administrator: This should include any class sign-up forms and any special forms such as UFO signup, class signup, etc.
    - iv. QS Facebook Administrator
  - g. Set up/Take Down-Day QS Meeting
    - i. The Program Chair and Program Elect will set up for the general meetings including providing the quilt racks to display the speaker's quilts, recruiting volunteer helpers to assist the speaker in sales of books, patterns, DVDs, fabrics, etc.,

related to the lectures, and recruiting white glove volunteers

- h. Arrive at least one hour early to unlock doors for members and set up for the 1:00 pm meeting and stay after the meeting to help with set up for the evening meeting (The tables, etc., from the daytime meeting, stay in place so not much setup time is needed in the evening)
- i. Oversee the setup for the speaker/program
  - i. Set out any Program/Education information on the Education Table (such as QS Programs listing, class registration information and forms, etc.)
- j. Arrange arrival time with the speaker/scheduled program and communicate this with Program/Education Elect.
- k. Contact or leave any Program information for the evening Program as needed
- l. Help the speaker as needed
- m. After the 7:00 pm meeting, assist with the speaker's takedown as needed
- n. Return the church facility to its "normal" set up
  - i. Take down any tables, put away any chairs that were moved, make sure the lights are turned off and the door is locked when everyone leaves, etc.
- o. Program Person(s) and Evening Facilitator should be the last people to leave the building.

#### **E. Other**

- 1. Maintain a record of all duties completed during your term
  - a. Prepare a Quilters' Sew-Ciety Year End Report regarding the duties completed
  - b. Maintain a financial record of program budget

- c. A copy of the Year End Report and financial record of program budget original report is given to the President under which you served, with a copy of this report kept with the Program/Education Chair's records.