

## **Quilters Sew-ciety – Program/Education Elect**

Job Description: Revised 2018

**Organization Relationship:** Active Member of the QS Board of Directors

**Term:** The first year of a two-year term position, serving as Program Chair the second year.

### **Overview of Responsibilities:**

- Assist the Program Chair in completing the following items:
  - Contact and schedule speakers, programs, and classes for the upcoming year.
  - Assist Program Chair assuring all aspects of the speaker's visit run smoothly.
  - Provide Program information to the QS members
  - Help with the set-up and take down for all QS programs or classes/workshops

### **Responsibility Details:**

#### **Programs**

- Work with the Program/Education Chair in establishing the program, workshops or classes for the upcoming year. Program Elect will contact and contract the next year's speakers.
  - The QS Board of Directors will set the guild meeting dates/times in a timely fashion so that the Program/Education can complete their scheduling
  - 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.
  - QS Program should attempt to schedule 1 nationally recognized speaker per year.
    - If the cost of a desired national speaker is high, a joint meeting may be suggested to reduce costs.
    - 1-2 desired program/speakers may be booked out further than the 1 year if required.
- Two programs needed each month – 1:00 pm and 7:00pm the first Monday of the month with some exceptions.
  - Exceptions-July & December joint meeting and occasionally months where the first Monday falls on or near an accepted holiday.
    - The July and December meetings are run as a single joint evening meeting, with the focus on socialization and treats and includes:
      - December meeting includes an Ornament and/or block exchange
- Coordinate with Program Chair to provide bottles of water for speaker and if she brought guest to assist her. One bottle per person per presentation.
- December meeting may include a gift and/or a block exchange-this is at the discretion of the program coordinator.
- Arrange for a meal for the speaker between meetings – take the person to lunch or ask for a receipt to reimburse lunch

### Payment of Speaker Fees and Expenses:

- 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.
- If Treasurer not present at meeting, speak with President to have a check made out to speaker.
- 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.
- After the meeting, receipts and total amount of check is to be sent to Treasurer the next day. Also email Treasurer with the amount the check was written out for to the speaker.

### Scheduling Classes

- Speakers can be asked to teach a class’ on the Sunday before the QS meeting and/or the Tuesday after the QS meeting.
- Lotto Blocks: Program/Education Chair and Elect will decide if this will take place per year. If Lotto Blocks will occur for the year, the Program/Education Chair will assist the Program/Education Chair Elect with this project.
- 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.
- Program/Education area is responsible to communicate class/workshop information to the QS membership.
  - This can include signup sheets, publicity handouts, and notices to the Newsletter, Website, and Facebook, etc.

### Communication:

- Complete an overview of classes/programs for the year.
  - This list should be sent to the Newsletter Editor, Website administrator Facebook administrator, as well as handouts made available at QS meetings
  - The Program/Education area is strongly encouraged to have this schedule ready for full distribution by the January QS meeting.
- Communicate the next ~~two~~ upcoming month’s program and then the current program/speaker to the QS membership.
  - Give a verbal announcement of this information at the monthly guild meeting with a written copy given to the secretary.
  - Submit to program information to QS Newsletter Editor prior to the deadline established by the QS Newsletter Editor
  - QS Website Administrator: This should include any class sign-up forms and any special forms such as fashion show registration, UFO signup, etc.
  - QS Facebook Administrator
- Communicate at least one week prior to the meeting to church facility if any Program/Education tables are required for guild meeting.

### Set up/Take Down-Day QS Meeting

- The Program Chair and Program Elect can decide who will handle each of the set up/take down responsibilities.
- Arrive at least one hour early to unlock doors for members and set up 1:00 pm meeting and stay to take down after 7:00 pm meeting help with any evening setup, etc. (*The tables, etc., from the daytime meeting **stay in place** so not much setup time is needed in the evening*).
- Oversee the setup for the speaker/program
  - Assist with the speaker's takedown as needed.
  - Set out any Program/Education information on the Education Table (*such as QS Programs listing, class registration information and forms, etc.*)
- Contact or leave any Program information for the evening Program as needed.
- Return the church facility to its "normal" set up.
  - Take down any tables, put away any moved chairs, make sure the lights are turned off and the door is locked when everyone leaves, etc.
  - Program and Evening Facilitator should be the last people to leave the building.

### Other

- At discretion of Program Coordinator
  - Share classes with Red Wing Guild
  - Share Program Expense when possible
- Each January, Program/Education Chair will send a signup sheet around to have members sign up for one month as white glove ladies. A reminder will be sent out by the program coordinator each month. If a person cannot fulfill their obligation, they would be responsible to find a sub. This person will communicate to Program/Education Chair who the sub will be in her absence.
- Maintain a record of all duties completed during your term.
  - Prepare a Quilter's Sew-Ciety Year End Report regarding the duties completed.
  - Maintain a financial record of program budget
  - 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 Evening Secretary's records.