

## Programs Committee

### 1) *General duties for all standing committees:*

See "General Duties for All Standing Committees" document

### 2) *Programs Committee job description:*

- a) The Programs committee chair will be selected by the **June** meeting for the following year.
- b) Compile and maintain a listing of possible speakers (local or within 300 miles) for meetings. Suggested sources: Internet, magazines, other guilds and their websites.
- c) If possible, coordinate speakers with other guilds in the area to share travel expenses.
- d) Coordinate program with Special Events when applicable. The program chair will arrange set-up for the meeting, including a projector, screen, table, lights, etc., needed by the speaker. Introductions will be made by the Special Events committee.
- e) Schedule individual programs for the calendar year, except for:
  - Months in which a special-event program has been scheduled.
  - A short program should be presented at the meeting when August Gems Quilt show winners are showcased.
- i) Arrange date, time and fee agreement with the speaker. Presentations should be kept to approximately 45 minutes to one hour.
- ii) Mail a letter with a contract to all program presenters as soon as possible and no later than two months prior to the program. Use the presenter's contract if available; if presenter does not have a contract, use the guild contract which is available on a CD given to the chairman.
- iii) Contact the speaker approximately three weeks before the meeting to ensure they have directions and to confirm the time of meeting.
- iv) Arrange location for the Christmas party.
  - Arrange speaker.
  - Contract with the caterer.
  - Sign up and collect money to cover food; guild covers rental of hall.
  - Arrange for table decorations. Guild now owns permanent decorations.
  - Arrange for special 50/50 drawing where there are 2 winners. No income for Gems at the December 50/50 drawing.
  - Obtain door prizes, up to one per table, if budget permits.
  - Fill out Income/Expense form to obtain checks for caterer, hall rental, and reimbursement for other expenditures. Present checks to caterer and hall manager as directed in contracts.
- v) Send information concerning programs to the president and webmaster as soon as the program is scheduled, and to the newsletter editor prior to each edition.
- vi) Provide the corresponding secretary the date & location of events for listing in the newsletter calendar of events.
- f) At the meeting:
  - i) Check that necessary AV materials are available for speakers.
  - ii) Check for alternate room arrangement that may be needed.
  - iii) Greet speaker and offer assistance as needed.
  - iv) Introduce speakers where necessary, and/or conduct the program portion of the meeting when the nature of the program requires this.
  - v) Fill out Income/Expense form and present to Treasurer along with speaker's contract and mileage invoice, if available, to obtain check for speaker's fee. Present check to speaker at meeting.
  - vi) Send a thank you note in a timely manner following the program. If applicable, mail the mileage check with the thank you note.
  - vii) Take photographs when desirable and submit to website coordinator.
  - viii) Arrange for volunteers to hold up quilts during presentation, if needed.
- g) Give a listing of programs and the cost of each one to the president and treasurer.
- h) Perform other duties as required by the nature of the committee.

Reviewed/Revised: November 2016