

**Program Chairperson****Supersedes**

Original - Standard Operating Procedure for Program Chairperson

Current Chairperson

Carole Custer

Job Description

The Committee lead for Programs is responsible for coordinating all efforts for the Guild's program and Classes within assigned budget targets.

The Program Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Program Committee Team

Item	Action
1.	Recruit members to participate on the Program Committee. The Chair and/or one committee member should have working knowledge of Microsoft Excel to manage the Program database.
2.	Schedule meetings throughout the year to set speaker schedule one year in advance of the upcoming quilt year. See <i>Note</i> Section below for criteria for speaker selection. i.e. The next 12 months are confirmed, then schedule the next 24-36 months ahead. Most speakers are 2-3 years ahead. Invite the President to all Committee Meetings.
3.	Schedule six to seven speakers/trunk shows each year. Use local speakers in the winter months to avoid cancelling hotels due to snow at the last minute. When possible, to save on travel expenses, share speaker with several other guilds.
4.	February is reserved for the 'Month of Love Quilts'. See <i>SOP FQG-08 Charity</i> for details. Use June as a floater month in case of inclement weather in February for 'Month of Love Quilts' make up session.
5.	Possibly include two social events during the year. Assign finger snack detail to members by way of alphabet – A thru M; N thru Z. Consider using June as one of the social events to provide flexibility in schedule in case of inclement weather in February for the 'Month of Love Quilts' demonstrations. (See step 4 above). December is another good social month.
6.	Decide on challenges or group projects for the upcoming quilt year.

QUILT SHOW CHAIRPERSON*Contacting Potential Speaker*

Item	Action
7.	Team members need to participate in scheduled meetings and inform Chair of contacts, contracts, and confirmations.
8.	Keep a list of possible speakers. Keep notes on these and share findings with team thru emails or at meetings.
9.	Contact potential speaker(s) either by phone or email as to their availability and fees. Include hotel and mileage requirements. If class is being held ensure to account for additional costs such as hotel, supplies, and books.
10.	If committee member identifies a speaker, present information and fees to Chair. If speaker is affordable then Chair will approve the commitment. Many speakers have their own contracts. Forward that to Chair for review.
11.	Send the FQG contract (and theirs) to approved speaker by scanning, email, or snail mail. If mailed provide 2 copies – one for presenter; one to be sent back to Program Committee contact. These contracts should be filed in a binder.
12.	Update information to in Program Database. NOTE: Limit who has access to the database.
13.	If needed, provide speaker information on local hotels. Let them book their room and present invoice at the meeting.
14.	Request a bio of the speaker at the time of writing the contract. Write article about speaker. Save this until the month prior to the speaking date. Then send a copy to the Guild Newsletter Editor and the Publicity Chairperson and the Program Chair.
15.	Confirm speaker's attendance 2-4 weeks before scheduled event. Provide speaker with church and dinner addresses and start time as well as the Handler's contact information. Ensure that you receive a CONFIRMATION if sending an email. Otherwise pick up the phone. Remind speaker that we require an invoice at the meeting. Copy the Chair.
16.	On the night of the event the Handler should meet the speaker for dinner. If you cannot do so, ensure that another Program Committee Team member will take your place.
17.	A Program person will introduce speaker at the Guild meeting.
18.	Program person will provide all invoices and receipts to Treasurer. Ensure Treasurer provides payment to speaker.
19.	Thank the presenter in person. A follow-up email is nice to give welcomed feedback from members.

QUILT SHOW CHAIRPERSON*Classes*

Item	Action	
20.	Schedule classes with speaker or other quilt experts. May be done in conjunction with Eternal Quilters. All expenses are incorporated into the price of the class and donation to church building. The church is most reasonable building. No funding is provided by the Guild. Check the contract with OPTIONS to cancel class is enrollment is not covering expenses. Invite other local guilds to increase enrollment.	
21.	Contact the Church representative for facility availability. Church phone number 410-859-0022 (church secretary).	
22.	Provide sign-up sheet at the General monthly meeting at least one month prior to class. Classes must be paid at time of sign-up. Sending a notice to members by email with pictures allows time for members to check calendars before signing up.	
23.	Class information should be advertised to our guild, Eternal's guild if including and to our Newsletter Editor at least two months prior to class.	
24.	Two to four weeks prior to the class, confirm with church secretary. If the church needs the room, we may get cancelled or moved to a location other than our meeting room. See <i>Step 21</i> above for details.	
25.	On the day of the class, the class coordinator should be there with a KEY to unlock the church 30 minutes or so prior to the start of class. DO NOT LEAVE THE CHURCH DOOR OPEN AND UNATTENDED AT ANY TIME. Each member is requested to set up their table and take down tables and chairs.	
<i>Challenges</i>	26.	Once challenges are decided, set rules, dues dates and prizes.
27.	Announce challenge at the earliest convenience at Guild meeting.	
28.	Write up challenge and submit to Newsletter Editor.	
29.	Person(s) in charge of the challenge should set up area for displaying the submittals.	
30.	If challenge is being judged by members, set up method for voting and award prizes.	

QUILT SHOW CHAIRPERSON

Item	Action
<i>Prizes</i>	31. Suggested prize prizes: First Prize -- \$75 Second Prize -- \$50 Third Prize -- \$25 Be sure to let each member show the project. If challenge is not judge and names are being drawn, then determine number of names to be drawn and award \$25/person.

Speaker Criteria

- Must know the cost of the speaker, their travel including air fare, car, shipping quilts, hotel, food, and fees PRIOR to signing the contracts. Usually only one higher priced speaker per year.
- Ensure that all information about the speaker event is recorded in the Program Committee database.
- Each speaker is assigned a Guild 'handler'.
- ALL confirmations, signed contracts, reminders to speak, and DB entries are copied to the Chair. The Chair must track each speaker.

**Previous
Chairperson**

Carole Custer	2013 thru 2016
Sharon Kirchmar	Prior 2013