

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Program Chairperson	FQG- 14	01/01/2024	1 of 2

Supersedes	1/7/16 – Standard Operating Procedure for Program Chair of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Program Chairperson is responsible for coordinating all efforts for the Guild's programs and classes. Responsible for maintaining any assigned budget targets.</p> <p>The Program Chair is member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board Committee Chair meetings.</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Program Chair And Committee Members	1.	Recruit members to participate on the Program Committee and share in the duties of providing a program at every meeting.
	2.	Contact potential speakers by phone or email concerning availability and fees, including hotel and mileage requirements, shipping quilts, and food. Ensure that additional costs such as hotel, supplies, and books for classes are included. THIS SHOULD BE DONE PRIOR TO SIGNING CONTRACT. If necessary, provide speaker information on local hotels. They may book their own room and present an invoice at the meeting.
	3.	Schedule external speakers and member trunk shows October through May. Plan socials for September, December, and June. No meetings in July and August. Consider Zoom speakers during January, March, and February, if there is no Love Project program planned. Speakers can be shared with other guilds to reduce travel expenses. This involves contacting and coordinating with other guilds.
	4.	Ensure contracts (normally provided by the speaker) are signed by both parties. Maintain a file of all signed contracts (hard copy or digital).
	5.	Reserve February for Charity Committee's Love Project program, if planned. Reserve June as a Love Project make-up session in case of inclement weather in February.
	6.	Write a Program article for the newsletter outlining planned speakers and activities.
	7.	Provide a copy of the contract and any invoices and/or receipts to the Treasurer so that the speaker may be paid as outlined in the contract. Ensure that the Treasurer provides payment to the speaker.

	8.	A member of the Program Committee will introduce the speaker at the meeting.
Program Chairperson	FQG 14	Page 2
Program Chair and Committee Members	9.	Schedule classes with speaker or other quilt experts after assessing member interest. Invite other guilds to increase enrollment. Check the contract to ensure that class can be canceled if enrollment is not sufficient to cover expenses. Members will pay for classes when they sign up. State that there is no refund unless the class is canceled or there is a waiting list and someone can be replaced.
	10.	Contact the member designated for church scheduling to check church availability for classes or events outside of normal meeting times. Confirm with the church 2-4 weeks prior to the class that a room is available.
Cont.	11.	For all events at the church, be there to unlock the door at times specified in the newsletter. DO NOT LEAVE THE CHURCH DOOR OPEN AND UNATTENDED AT ANY TIME. Everyone helps set up and take down tables and chairs.
	12.	Coordinate with a Challenge Committee for the upcoming year to ensure meeting time is set aside.
	13.	Coordinate or find someone to coordinate the Zoom meetings. Maintain the Zoom account, changing passwords and meeting links in November for the program year.
	14.	Submit a budget request for the upcoming year to the Vice President by May 1 st .