

DRAFT #2

PROGRAM DIRECTOR(S) INFORMATION 04/2023

Programming Director(s)

1. Monthly Programs/Workshops
 - a. Plans monthly programs and/or workshops for all general membership meetings within the budgetary guidelines.
 - b. Contacts potential speakers through various resources i.e., local shops, internet resources, national quilting organizations, membership suggestions
 - i. Acts as liaison between the Guild and the Guest Speaker
 1. Introduces the Speaker at the meeting/workshop
 - ii. Arranges any logistics i.e., travel, meals, speaker/workshop fee
 - iii. May negotiate any fees with the speaker
 - iv. When scheduling the speaker, ask if there is a need for a projector, laptop, quilt racks, microphone and/or any other items for their presentation.
 1. Note this on the contract. Ensure that those items are available for the meeting and in working order.
 - c. Sends completed contract with optional cover letter to speaker for their signature and return to program director.
 - d. Plans and executes the Guild's traditional programs i.e., Holiday Party, Rafflemania, Ice Cream Social and any others that the Guild Membership may suggest
2. Newsletter and Other Media
 - a. Provides information on the monthly program/workshop schedule by the deadline
 - b. Supplies dates for organizations bringing Opportunity Quilts
3. The BOX
 - a. Upload all relevant information into the system's Programming file
 - i. Creates a resource history
 - ii. May include copies of speaker contracts, letters to speakers, expense spreadsheets
 - iii. May also include any information that would help future Program Director(s)

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