

QUILT GUILD BY THE SEA

PROGRAMS CHAIR JOB DESCRIPTION

Updated January 2017

- Select program and coordinate with speaker
- Select Workshop with instructor regarding time, location, etc. If out of town speaker, you must arrange accommodations and food. Determine cost which can also include travel, etc.
- Make sign-up sheet to have available at the general meetings. Check must be paid to the guild at sign up. If there is an additional cost for a kit, that cost will be paid directly to the instructor
- Let speaker know how many will be in attendance
- Let treasurer know how much to pay instructor
- Send supply list to all attendees
- Send reminder emails to all attendees
- Make sure program stays within the budget
- Work with person at the church for room setup for all meetings and workshops – coordinate 50/50, fat quarter, or name tag raffles, bees and parties/sales (when applicable)
- Manage any “extra mini challenges”