

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTOR: 2nd & 3rd Vice President - Programs

TERM: 2 years

It is the responsibility of the 2nd and 3rd Vice Presidents to chair Programs committee of SCVQA, including:

- Locate, negotiate and contract with future guest speakers, including selection of lecture and class themes.
- Coordinate with other local guilds and quilt shops regarding guest speakers in an effort to share guest speaker's travel expenses.
- Arrange and coordinate all necessary travel, accommodation and meal arrangements required by guest speakers. Provide escort for guest speakers during their stay.
- Coordinate with guest speakers for class samples, supply lists and PR pieces to advertise class at Association meetings.
- Write newsletter articles and website collateral regarding guest speakers and upcoming classes.
- Assist guest speaker in setting up quilts and other materials prior to meetings.
- Respond to questions from Association members regarding classes.
- Attend monthly Association meeting and speak briefly about upcoming speakers.
- Staff Programs table before and after Association meetings as well as during the break. Create and manage class signup sheets.
- Respond to questions from Association members regarding classes.
- Arrange for set-up of tables at class site and bring equipment needed.
- Supervise the class/classes the guest speaker is teaching. It is not necessary to take the class.
- Reconcile money collected for classes and deliver to Treasurer.
- Arrange for rented equipment, purchase of necessary supplies, etc.
- Solicit assistance from membership as guest hostesses, class signup, etc.
- Be responsible for Programs equipment such as extension cords, etc.
- Submit Programs budget for upcoming year.

2nd and 3rd Vice Presidents will present to Board problems which arise regarding Programs. 2nd and 3rd Vice Presidents will submit to Board ideas for changes in meeting program(s) that are out of the ordinary for the type of program to which guild members are accustomed.

2nd and 3rd Vice Presidents are expected to attend Board meetings.