Program Committee Job Description

Program Committee Job Description and Responsibilities

a. The program committee chairperson will schedule all programs and workshops for the LOQG in coordination with the President and board members. This includes negotiating fees and reimbursed expenses including lodging and transportation and maintaining either a spread sheet or list by program and costs. The Program chairperson will not be responsible for the presenter's reservation but will assist in locating reasonable accommodations. The Program chair will ensure a contract is signed (either LOQG's or the presenters contract) and to be the liaison for the guild from initial contact through the end of the presentation.

b. The program committee members will arrive 30 minutes before and stay at least 30 minutes after each general membership meeting to allow members to complete their workshop registrations to include but not limited to:

    1. Sign-up Sheet
    2. Materials List
    3. Collect fees and indicate payment on sign-up sheet. Payment must be collected at sign-up time and there are no refunds.

c. The program committee chairperson will publish upcoming presentations in the LOQG newsletter and announce at the general membership meeting in advance of the presentation. This will include the presenter, the cost, the cost of materials and supplies if listed as a separate charge, a brief biography of the presenter, a synopsis of the program, the list of the materials required, the time, location and date, as well as the number of seats available.

d. Program committee members will set up and clean up for each general meeting and workshop. This includes sound system set up and break down, assisting members during the meeting, setting up speaker tables, holding quilts during demonstration, etc. After a workshop, making sure all tables have been taken down and stored, vacuuming the floors and general cleanup, etc.

e. The program chairperson is responsible for payment submission to the treasurer as money is collected.

f. Each month, the program chair will submit a programs article for the newsletter. It should describe the upcoming meeting topics/speakers and include all of the information and registration information for future workshops.