2/6/2022

**DIRECTORS: 2ND & 3RD VICE PRESIDENT - PROGRAMS**

TERM: 2 years

Changes to Job Description due to Covid-19 pandemic and the inability to hold in-person meeting:

All jobs described below that are in *italic font* are suspended until in-person meetings can occur again. Jobs that are unaffected by the inability to meet in person or are new due to inability to meet are **bolded**.

Programs consists of two Co-Chairs and committee members of no set quantity. There is a 2nd Vice President (two year term expiring in odd number years) and a 3rd Vice President (two year term expiring in even number years). Working together, the members of the Programs Committee are responsible for all aspects of planning and implementing monthly speaker and workshop events for SCVQA.

It is the responsibility of the 2nd and 3rd Vice Presidents to:

* **Chair the Programs Committee of SCVQA;**
* **Submit the Programs Committee budget for upcoming year;**
* **Attend Board meetings;**
* **Present to the Board issues which arise regarding Programs activities;**
* **Submit to the 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; and**
* **Attend the appropriate Northern California Quilt Council meetings or send a delegate from our association.**

The Programs Committee will work together to identify and schedule speakers and workshop presenters for upcoming years, specifically:

* **Identify, 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/workshop presenters in an effort to share travel expenses*;
* *Arrange for hotel accommodations paid directly by SCVQA (or suitable accommodations in a member’s home);*
* *Solicit assistance from membership as guest hostesses, class signup, etc.;*
* *Arrange for travel reservations, if not arranged directly by the speaker/workshop presenter;* and
* **Submit Programs Committee budget for upcoming year.**

Each month’s speaker and workshop events will be the responsibility of one Programs Committee member. Specific responsibilities related to this function include:

* *Ensure that all necessary travel, accommodation and meal arrangements required by guest speaker/workshop presenter have been arranged and coordinate these as necessary;*
* *Provide escort for guest speaker/workshop presenter during their stay;*
* *Coordinate with workshop presenter for class samples, supply lists and PR pieces to advertise class at Association meetings;*
* *Send articles to SCVQA newsletter, social media and website coordinators regarding guest speaker and upcoming classes;*
* *Assist guest speaker in setting up quilts, audio-visual technology and other materials prior to meetings;*
* *Arrange for set-up of tables at class site and bring equipment needed;*
* *Supervise the class/classes the workshop presenter 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.; and*
* *Be responsible for Programs equipment used such as extension cords, irons, ironing boards, etc.*

Programs Chairs (and sometimes committee members) will be expected to perform the following SCVQA meeting-related functions:

* **Attend monthly Association meetings 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; and**
* **Respond to questions from Association members regarding classes**.

**New Due to Covid-19**

**Negotiate contracts with speakers so a virtual presentation and workshop would be possible if necessary.**

**Some knowledge of Zoom is helpful.**

**Set up Zoom classes within the SCVQA zoom account and send links to participants and teacher before the workshop.**

**Provide a technology practice for the speaker should it be necessary before the date of lecture/workshop.**

**Host the workshop through zoom and be available for technical questions for participants and teacher.**