

Kempenfelt Quilters' Guild
Job Description

Position Title: Program Director

Revised: May 2012

1. PURPOSE OF THE POSITION

The objective of the Program Director is to ensure there is a quilt related speaker or activity for the KQG General Meetings.

2. PRIMARY RESPONSIBILITIES

- Research possible speakers or activities; contact speakers for availability, fee and lecture content.
- Forward contract and directions for meeting location to booked speakers.
- Send reminder to confirm attendance 1 week before scheduled meeting.
- Ensure facilities are setup appropriately for membership meeting activity or speaker i.e. projector table.
- Meet speaker upon arrival at meeting and help set up and pack up after.
- Introduce and thank speaker; give cheque to speaker with a KQG Thank You note at end of lecture.
- Send information to Newsletter and Webmistress about upcoming program events as they are confirmed.
- Organize alternate activity such as Demo Nights, UFO Sale, Merchant's Mall and Games Night, etc. especially for winter months when weather is unreliable and summer months when attendance tends to be lower.
- Plan Tinnners/Round Robin for January as desired.
- Solicit New Years' Resolutions for following year. Keep Resolutions binder on Publicity table for each meeting. Follow up on resolutions the following year.
- One member to attend Executive meetings; all are welcome.

3. SECONDARY RESPONSIBILITIES

- Work with Social Committee to plan the Christmas Pot Luck; Social to manage food and Program to plan activities.
- Assign tasks and responsibilities as required for activity nights i.e. Demo Night.
- Notify meeting hall prior to meeting of needs of speaker and other meeting activities requirements (number of chairs, table arrangements, etc.).
- Ask for membership assistance when required i.e. Demo Night, Pot Luck.
- Write an annual report, one copy to Secretary for incoming members, one copy to President for Archive.

- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

- Keep within annual Program budget as determined by Executive and track expenses for next year's budget.
- Advise Treasurer of amount of cheque required for speaker's fee and obtain cheque prior to meeting.
- Submit receipt for Program expenses for reimbursement on Guild form.
- Track Program expenses and submit requests for changes in Program budget as required.

5. KNOWLEDGE , SKILLS AND ABILITIES REQUIRED

- Ability to speak in public.
- Knowledge of internet for researching speakers and contacting them.
- Interpersonal and organizational skills for contracting with speakers and working out their fee and requirements.
- Ability to help speaker unload car of quilts and take upstairs (this could be assigned to a helper).