

Program Job Description

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.

Responsibilities

- Research possible speakers or activities; contact speakers for availability, fee and lecture content.
- Forward the contract and directions for the meeting location to booked speakers.
- Send a reminder to confirm the speakers' attendance 1 week before the scheduled meeting.
- Ensure facilities are setup appropriately for membership meeting activity or speaker i.e. projector, table.
- Meet the speaker upon arrival at the meeting and help set up and pack up after.
- Introduce and thank the speaker; give the cheque to speaker with a KQG Thank You note at the end of the lecture.
- Send information to the Newsletter and Webmistress positions about upcoming program events as they are confirmed.
- Organize alternate activities such as Demo Nights, UFO Sales, Merchant's Mall and Games Night, etc. especially for winter months when weather is unreliable and summer months when member attendance tends to be lower.
- Delegate the responsibility of organizing the New Years' Resolutions program for following year.
- Attend the Executive meetings; all are welcome.
- Work with the Social Committee to plan the Christmas Pot Luck; Social to manage food and Program to plan the activities. Purchase prizes for the Christmas Social.
- Assign tasks and responsibilities as required for activity nights i.e. Demo Night.
- Notify the meeting hall prior to the meeting of the needs of the 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 the incoming members, one copy to the President and one to the Secretary for the Archives.
- Prepare orientation materials for the incoming Executive member; meet if desired.

Financial Responsibilities

- Keep within the annual Program budget as determined by the Executive and track expenses for the next year's budget.
- Request a cheque from the Treasurer for the speaker's fee and obtain the cheque prior to the meeting.
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.
- Track Program expenses and submit requests for changes in the Program budget as required.

Knowledge, Skills and Abilities Required

- Ability to speak in public.
- Knowledge of the 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 the speaker unload supplies for the meeting.