

Prairie Star Quilters Guild  
Position Description

**Contracts/Programs Vice-President**

**Purpose:**

The incumbent serves a two-year term, the first as Contracts Chair, and the second as Program Vice-President. The purpose of this position is during the first year to contract for meeting speakers and workshop teachers, then during the second year oversee the execution of all programs and workshops.

**Term and Qualifications:**

Elected for a two-year term, the first year as Contracts Chair, and the second year as Program Vice-President. May not be elected to a third consecutive term. The current Nominations Chair may not be on the slate for this office. Previous Board experience is required.

**Major Responsibilities as Contracts Chair:**

1. Serves as a member of the Board of Directors and attends monthly Board meetings or submits a written report.
2. As Contracts Chair, working within the budget established by the Treasurer and approved by the Board, contracts with speakers for the second year of her term. The contracts budget will be available at the beginning of the first year.
3. In selecting speakers for Guild meetings and Workshops, the following items should be kept in mind:
  - Specialties of the speakers (as determined through their books, magazine articles, blogs, websites, and/or recommendations)
  - Interests of guild members, as determined through surveys or other means
  - Consideration of time of the year as it may affect travel-related delays/cancellations
  - Overall expense considerations
  - Recommendations to the Guild from other guilds, shops, etc.
4. Maintains a Current spreadsheet of financial commitments
5. All contracts must have the signature of both the Contracts Chair and the seated President.
6. If possible, contracts should be executed by using the standard PSQG contracts template (in a folder under Files on the Board's Yahoo Group Website). If a speaker wishes to use her/his own contract, it must be determined if the terms in both contract templates agree. Only one contract will be issued to each speaker. Before being sent to the speaker, the contract will be signed by the President and Contracts Chair. The speaker will be asked to return the signed contract to the Contracts Chair within 30 days. The original signed contract will be given to the Secretary (to be part of the corporate records). Copies should also be provided to the Treasurer and President, and a copy should be kept in the Contracts file.
7. A W-9 form should be included with the contract sent to the speaker to complete and return with the signed contract. (A copy of this form is in the Files on the Yahoo Group Website.) This form goes only to the Treasurer because it contains confidential Personally Identifiable Information (PII).

8. The Contracts Chair presents a monthly progress report to the Board. This report should include contacts made, contracts submitted/approved, and financial commitments.
9. All contracts should be signed by the speakers by January of the Program year (beginning in June). The slate of programs can be presented to the Guild at the January meeting, but no later than the Annual Guild meeting in April.
10. After the annual meeting, the list of contracted speakers and their Website references (if available) should be sent to the Guild Webmaster for posting on the Guild Website.
11. With Board approval, the Contracts Chair may book a speaker requiring more than two-year's advance notice and assist the Programs Vice President for that speaker's arrangements in that year.
12. Note: expenses for this job (postage, in-town travel for speakers, etc.) will; be reimbursed by the Treasurer after an expense reimbursement form is submitted.
13. All workshop venues, including those for workshops held at Bethlehem Lutheran Church, should be arranged by the Contracts Chair as soon as contracts are finalized.
14. Annually reviews position description and recommends changes as needed to the Board.

**Major Responsibilities as Programs Vice-President:**

1. Serves as a member of the Board of Directors and attends the monthly Board meetings.
2. In conjunction with the Chapter Vice-Presidents, appoints a Programs representative from each chapter to assist in speaker set-up, workshop registration, etc.
3. Makes all necessary arrangements for each speaker/workshop teacher, including travel, lodging, meals, etc.
4. Ensures that all arrangements are made for each speaker's presentation, including audiovisual set-ups, tables for display, tables for sales, quilt holders, etc.
5. Ensures that all arrangements for workshops, including space (if not at Bethlehem Lutheran Church on normal Guild meeting days) have been finalized.
6. Ensures that payment for each speaker/workshop teacher is available at the time of the presentation or workshop.
7. Annually reviews position description and recommends changes as needed to the Nominating Committee Chair.
8. Provides monthly newsletter articles announcing upcoming programs and workshop and ensures that Programs portion of the Website is clean and current
9. Promotes and accepts registrations for the workshops at least three months prior to the date of the workshop.
10. Annually reviews position description and recommends changes as needed to the Board.