

Contracts Chair and Programs Vice President

Purpose:

This position consists of two parts: first, as a Contracts Chair and then as the Programs Chair. During the first year, they are responsible for contacting and contracting with meeting speakers and workshop teachers. During the second year, they will oversee the implementation 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 Executive Board of Directors.
2. This position holds one voting position on the Executive Board of Directors.
3. Attends all Executive Board and Board of Directors meetings or submits a written report.
4. As Contracts Chair, working within the budget established by the Treasurer and approved by the Board, contracts with speakers for the second year of their term. The contracts budget will be available at the beginning of the first year.
5. In selecting speakers for Guild meetings and Workshops, the following items should be kept in mind:
 - a. Specialties of the speakers (as determined through their books, magazine articles, blogs, websites, and/or recommendations)
 - b. Interests of guild members, as determined through surveys or other means
 - c. Consideration of time of the year as it may affect travel-related delays/cancellations
 - d. Overall expense considerations
 - e. Recommendations to the Guild from other guilds, shops, etc.
6. Maintains a Current spreadsheet of financial commitments
7. All contracts must have the signature of both the Contracts Chair and the President.
8. If possible, contracts should be executed by using the standard PSQG contracts template. If a speaker wishes to use their 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. If the contract is on paper, the original signed contract will be given to the Secretary (to be part of the corporate records). The document can also be scanned and placed in the Guild's electronic document repository (Google Docs or similar). ~~Copies should also be provided to the Treasurer and President, and a copy should be kept in the Contracts file.~~
9. A W-9 form should be included with the contract sent to the speaker to complete and return with the signed contract. This form goes only to the Treasurer because it contains confidential Personally Identifiable Information (PII).
10. The Contracts Chair presents a monthly progress report to the Board. This report should include contacts made, contracts submitted/approved, and financial commitments.

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11. 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.
12. After the annual meeting, work with the Media Committee to create content to post on the PSQG website regarding upcoming speakers and workshops. Content can be posted by the committee members or forwarded to the Website Administrator for posting.
13. 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.
14. Expenses for this job (postage, in-town travel for speakers, etc.) are reimbursed by the Treasurer after an expense reimbursement form is submitted.
15. All workshop venues, including workshops held at the Guild's monthly meeting location, should be arranged by the Contracts Chair as soon as contracts are finalized.
16. Maintains a list of the committee's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
17. Regularly checks the Boards email account for committee related correspondence.
18. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
19. Submits a year-end written report to the Board annually.
20. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
21. Annually reviews its own position description and recommends changes as needed to the Board.

Major Responsibilities as Programs Vice-President:

1. Serves as a member of the Executive Board of Directors.
2. This position holds one voting position on the Executive Board of Directors.
3. Attends all Executive Board and Board of Directors meetings or submits a written report.
4. In conjunction with the Chapter Vice-Presidents, appoints a Programs representative from each chapter to assist in speaker set-up, workshop registration, etc.
5. Makes all necessary arrangements for each speaker/workshop teacher, including travel, lodging, meals, and so forth.
6. Ensures that all arrangements are made for each speaker's presentation, including audiovisual set-ups, tables for display, tables for sales, quilt holders, etc.
7. Ensures that all arrangements for workshops, including the venue, have been finalized.
8. Ensures that payment for each speaker/workshop teacher is available at the time of the presentation or workshop.
9. Annually reviews position description and recommends changes as needed to the Nominating Committee Chair.
10. Provides monthly newsletter articles announcing upcoming programs and workshops.
11. Promotes and accepts registrations for the workshops at least three months prior to the date of the workshop.
12. Download workshop registration submissions from the website.
13. Uses a tablet to record workshop purchase transactions.
14. Keeps the Home page and Programs page on the website current by posting updates or giving information to the Website Administrator to post.

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