

**PRAIRIE QUILT GUILD
WICHITA KANSAS
JOB DESCRIPTION
WORKSHOP CHAIR**

Article IX, Section 1 F states that "Duties shall be to plan and supervise arrangements for: 1. Workshops given by Guild members and guest teachers."

The responsibilities of the Workshop and Education Chair include the following:

- To review job description
- To review former reports
- Download and print all Board Meeting Minutes and put in notebook
- To form a committee if needed for help with set-up of facility
- To attend all board meetings
- To review with the Board of Directors and the Finance Committee the workshop fee structure to be used for the next year
- To coordinate with the Vice-President the transportation and meal needs of the teacher
- To get copies of all relevant contracts and itineraries from the Vice-President
- To communicate **with** the Vice-President any requests for supply lists, teaching requirements, etc.
- To arrange additional workshops (beginning workshops, extra speaker workshops)
- To find an appropriate time and location for workshops, keeping in mind necessary requirements (lighting, outlets, tables, any equipment needed by teacher, accessibility, parking)
- To make arrangements for upcoming workshops (workshop/ facility/ promotion/ registration) if workshops are planned for October, November, or December of the following year
- To provide a calendar for the Newsletter and Webmaster to advertise upcoming events as soon as classes are scheduled
- To promote workshops at least three months in advance at meetings and through the PQG Newsletter and the Website
- To register participants for classes as per the workshop policy **no more than two months before the class**, maintaining an accurate list of participants for all workshops
- To maintain a waiting list for each workshop, notifying those on the list in order as soon as space becomes available

[When there are no names on the waiting list, the registered participant has to find her own substitute or forfeit her fee]

- To provide registered participants with a supply list at the time of registration (as available)
- To provide receipts for all cash transactions (their check is their receipt)
- To itemize income by workshop and to turn in those monies promptly to the treasurer and to receive a receipt
- To submit bills (e.g. rent of workshop site, receipts for teacher's meals) to treasurer, itemized by workshop
- To keep accurate records of income and expense for each workshop
- To set up the workshop site and to check off participants as they arrive, providing them with large, readable nametags
- To assist the teacher as needed during the class
- To see that the workshop site is left in order
- To be accountable for Workshop Notebook, Workshop files, monies received, and expenses incurred

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Mini Workshops:

- Secure four (4) mini workshop programs for each of the January General Meetings
- See notebook for room set-up
- Responsible for getting program book printed
- Give information to Newsletter and Webmaster by November if possible
- Organize the meal between meetings (Potluck with Past Presidents bringing dessert)
- To write a report at the end of term of office:
- Workshop report should include: list of dates, teachers, workshop fee structure, itemized income & expenses per workshop, workshops as contracted, list of teachers contacted with reason for contract not established; itemized income and/or expenses incurred)
- To submit copy of end of term report to the President, and the Workshop and Education Notebook,
- To return Workshop and Education Notebook and files to the President at end of term or when requested

All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.

Any deviation in policy requires Board of Directors approval.

WORKSHOP POLICY

Workshops are first open to guild members. If, after the Guild meeting the month preceding the scheduled workshop there are vacancies remaining, then the workshop will be opened up to non-members. Workshop reservations are held only with full payment of the registration fee. When reservations are phoned in to the Workshop Chair, the person will be placed on a waiting list until payment is received. Registration for one-day workshops is \$30 and \$60 for two-day workshops. Refunds will only be given if a workshop is canceled by PQG. Non Members will pay an additional \$25 per workshop. Members are responsible for finding and securing funds from another member if he/she is unable to attend the class if there is no waiting list.