



# Starlight Quilters Guild Policies and Procedures

## Program Committee

### **Description of Role –**

To plan and manage the Program Activities that occur during the year for Guild members. Planning may extend out 18 - 24 months, if needed, for Speaker availability.

### **Annual Responsibilities –**

Plan for Speaker/Program Activities each month by:

- Polling Members for Speaker wants or needs

- Searching the Internet for available Speakers or Programs

Utilize Guild contract to sign Speaker. Provide copy to Treasurer.

Coordinate with Treasurer to pay honorariums and travel expenses.

Communicate with Speakers as needed.

Communicate Speaker/Program information to Website Coordinator, Newsletter

- Coordinator and Secretary for inclusion on website and newsletters

Create bookmarks with list of Programs for the Guild members (optional)

Maintain a list of previous speakers and subjects presented.

Send thank you note to the speaker

### **Responsibilities at Guild Meetings –**

Greet the Speaker

Help the Speaker setup

Prepare an introduction for the Speaker

Help the Speaker pack

Meet the needs of the Speakers, as applicable.

Communicate with the Guild Meetings Manager room set up needs, prior to each meeting.



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### **Responsibilities to the Board of Directors -**

Provide a summary of activities planned for the upcoming year to the Vice-President prior to the January Board meeting.

Provide an update of activities with Speakers/Programs to the Vice-President one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for Programs before the October Board meeting.

### **Newsletter and Facebook Expectations -**

Provide a newsletter announcement, monthly

After the event, report results, include 1-3 pictures.